

## What is a privacy notice?

The aim of a privacy notice is to inform you what information we collect about you, what we do with that information and why we do it, who we share it with, and how we protect your privacy.

This notice covers personal data collected by the council directly from Health. This is the same whether the information is collected by letter, email, face to face, telephone or online.

## Personal information

Personal information is information that identifies a living person. That can be obvious information like name and address, or it may be an identifier like an NHS number.

This includes information you tell us about yourself, information we are given by other people or organisations, or what we learn by having you as a resident or client.

Some information is considered more sensitive or special -

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

We must take extra care when collecting and using these types of information.

## Why we need your personal information

We use personal information in many ways, either because the law says we must, or because the law allows us to, so that we can deliver council services.

We use personal information -

- to provide services and support to you.
- to protect and support people living and working in our city (safeguarding)
- to manage our services to see how we can best deliver services and support to you, and make sure we're spending public money in the best way
- because the law says we must

For example, the council must monitor how well it meets the requirements of laws on equalities and health and safety.

## Integrated Care

In order to provide the best care and support for you locally, Health & Social Care work closely together. To be effective we need to share your data to inform our decisions when planning your care and we use your NHS number to accurately match you to your health record.

Your NHS number is accessed through an NHS service called the Personal Demographic Service (PDS). Adult social care sends basic information such as your name, address and date of birth to the PDS in order to find your NHS Number. Once retrieved from the PDS the NHS Number is stored in the Council's adult social care case management system.

The basic demographic data, such as name, address and date of birth, are collected directly from individuals or an advocate by Adult Social Care staff. This would be in line with their professional duties to initiate a care record for individuals who receive support from Adult Social Care.

Your NHS Number is a number made of 10 digits that is unique to you. This number appears on the majority of the official documents you receive from the NHS, including letters from your doctor, hospital appointments, results and prescriptions.

If you wish to opt out of this process, your local Adult Social Care locality team can be contacted by -

- calling 01482 300 300
- emailing [adultsdd@hullcc.gov.uk](mailto:adultsdd@hullcc.gov.uk)
- talking to your social worker

## Legal Conditions

The following conditions under the General Data Protection Regulation (GDPR) 2016/Data Protection Act 2018 provide the council with a legal basis to process your personal information in this case -

- 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- Health and Social Care Act 2015
- Care Act 2014
- Disabled Persons Act 1986
- 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- 9(2)(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3

## What this means in practice

Hull City Council adds your NHS number to your Local Authority social care records. The type of support and care you receive from us determines the length of time we keep your information for.

We only retain your information for as long as is legally required or in situations where there is no legal retention period we follow established best practice. At the end of the retention period electronic data is deleted and any physical files are confidentially disposed of.

## Retention information

The table below shows the length of time types of files/records are kept for within Adult Social Care.

File/record type	Retention period
Person receiving Mental Health Services where they were admitted under s2/3/4 of the Mental Health Act 1983	20 calendar years from the end of services
Other people receiving Mental Health Services	10 calendar years from the end of services
Other historical service users	7 calendar years from the end of services

Your information is only accessible by staff involved with the administration and provision of your care and service and on some occasions ICT support staff and all the staff who handle your information complete annual information governance training.

## More information

[Access our general privacy notice for more information](#)

If you would like to enquire about how your personal information is processed by us or wish to complain please contact –

Hull City Council  
Data Protection Officer  
Room 11  
The Guildhall  
Hull  
HU1 2AA

You also have the right to complain to the regulator –

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

[Visit the Information Commissioner's Office website for more information](#)