

What do we do with your data?



Well, the short answer is...

We collect information to help us to arrange your care

We only share your information with organisations we work with to meet your needs

We look after your information and only share it when we need to.

You can see what information we've collected if you want to

on the other side of this leaflet is the long answer...



What we do with your data

As a recipient of Adult Social Care service, we will be collecting basic information about you such as your name, address and next of kin. We will also collect your medical information and other relevant details from your family or carers to help us support you.

We will use your data to assess your needs, and to help work out what services we need to arrange for you. It won't be used for any other purpose.

Who will see your data?

To make sure that we all work together for your benefit, we may need to share information about you with other organisations.

Your data may be seen by:-

- Health services, including your GP and other Council services
- Police or Fire services, should there be a risk to your wellbeing that would make contact with them appropriate
- Charities and caring organisations that might provide services to help you

In Berkshire the NHS provide us with your health records via a system called Connected Care. This system allows instant, secure access to your health and social care records for the professionals involved in your care. Sharing your electronic records with the people who look after you gives them the most up-to-date information about you and makes your care safer and more efficient. If you do not want your information shared through Connected Care you need to contact your GP to opt out.

We will only share what others need to know so that they can provide you with appropriate services to meet your assessed needs.

We will not usually share your information with family members or friends unless you have given us permission, but if your wellbeing is at risk we may have to do so to keep you safe. In addition, West Berkshire is legally required to share client level data with **NHS Digital** to help understand (at a national level) current and future population needs and inform future service development across health and social care services.

Your data will be held on electronic databases and networked storage with restricted access designed for social care, and will be protected from unauthorised access using up to date technical and organisational security measures.

If you want further details about how we collect, use, store and share your personal data, then refer to our 'privacy notice'

You can see this notice at

www.westberks.gov.uk/privacynotices
or request a copy from your social care contact.