



## Privacy Notice – Shared Lives Carers

### **Purpose of this privacy notice**

This privacy notice serves to meet the obligations of your right to be informed under the United Kingdom General Data Protection Regulation (UKUKGDPR) which requires that data controllers provide data subjects with privacy information.

Positive Futures is a data controller meaning the organisation determines the purposes and means of processing personal data held about you. A data subject is an identifiable and living individual to whom personal data relates.

Processing personal information involves obtaining, recording, holding or carrying out any operation or set of operations including:

- organisation, adaptation or alteration
- retrieval, consultation or use
- disclosure by transmission, dissemination or otherwise making available
- alignment, combination, blocking, erasure or destruction.

### **The categories of personal data obtained**

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier e.g. name, identification number, location data or online identifier. Positive Futures processes the following personal information about you:

- Your name
- Your address
- Access NI number
- Passport number
- Driving licence number
- Your GP / Hospital consultant name
- Person you support's name
- Employer name
- Employer contact number
- Personal referee name
- Personal referee contact number
- Social Worker name
- Social Worker contact number
- Joint personal referee name
- Joint personal referee contact number.



## Privacy Notice – Shared Lives Carers

Special category personal data (sensitive personal data) attracts additional protection and includes race, ethnic origin, political opinions, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life and sexual orientation. Positive Futures processes the following special category information about you:

- Access NI status / outcome
- Conviction history, if applicable
- Opinions and views of your character from referees
- Your social history
- Your relationships with other people in your life
- Assessment of your financial situation
- Records of any contact made in relation to the placement.

Your data is held securely in files in our offices, on our computer systems and in our archiving facility.

### **The source of the personal data, details of whether individuals are under a statutory or contractual obligation to provide the personal data & the retention periods for the personal data**

We obtain your data when you complete the application form. The Adult Placement Agencies Regulations (Northern Ireland) 2007 require all applicant carers to complete a full application with personal details and an Access NI check.

We will obtain additional information about you during the course of the placement, for example, from meetings, monitoring visits and reviews.

If the placement ends, we will hold records that contain your data for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule (RRDS).

### **Purposes of processing**

We process your data in order to make an assessment of your suitability to provide a placement. If you are approved to provide a placement, then we continue to process your personal and special category data in order to monitor and evaluate the effectiveness of the placement.

### **Lawful basis for processing, the legitimate interests for the processing & the rights available to individuals in respect of the processing**



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Positive Futures process your data for the purposes of legal compliance and because we have a legitimate interest in supporting you to provide a safe and effective placement to the person we support.

### **The rights available to individuals in respect of the processing**

Depending on the purpose and legal basis for processing your data you will have different rights. Under the UKGDPR, some of your rights are ‘qualified’ meaning there may be circumstances where some of your rights do not apply.

You or, where applicable, the person who has parental responsibility for you, your next of kin, carer or advocate, may have the right to access to your data. You can do so by submitting a Subject Access Request Form (available on our website) or by speaking to the Service Manager

- You may have the right to have your data erased
- You may have the right to have the processing of your data restricted
- You may have the right to have your data rectified if it is incorrect or completed if it is incomplete
- You may have the right to data portability meaning you may obtain and reuse the data we hold about you for your own purposes across different services
- You may have the right to object to your data being processed.

### **The right to withdraw consent**

We rely on your consent to be able to process photographic images of you for the purposes of PR & marketing. If you do not sign a Media Consent Form, we will not process images of you for the purposes of PR & marketing.

You have the right to withdraw your consent at any time and you can do so by speaking to the Service Manager.

### **The recipients or categories of recipients of the personal data**

Your data is shared with the Service Manager, Senior Managers, Directors the Social Worker and the approval panel, as required.

Positive Futures use data processors who are responsible for processing your data on behalf of Positive Futures such as our archiving facility and training providers.

### **The details of transfers of the personal data to any third countries or international organisations**

Your data is not transferred to any third countries or international organisations.



## Privacy Notice – Shared Lives Carers

### **The details of the existence of automated decision-making, including profiling**

We do not process your data for the purposes of automated decision-making, including profiling.

### **The name and contact details of our organisation / representative / data protection officer**

For further information please contact the Information Manager at:

- Head Office, 2b Park Drive, Bangor, BT20 4JZ
- 028 9147 5720
- [dataprotection@positive-futures.net](mailto:dataprotection@positive-futures.net)
- <https://www.positive-futures.net/contact-us>

### **The right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you are concerned about Positive Futures' information rights practices. Visit <https://ico.org.uk/concerns/> for further information or call their helpline on 0303 123 1113.