

## SHARED LIVES CARERS PRIVACY NOTICE

<p><b>Purpose of this Privacy Notice</b></p>	<p>This Privacy Notice tells you what to expect us to do with your personal information during your application, selection and placement as a Shared Lives Carer.</p>
<p><b>Our Contact Details</b></p>	<p>             Positive Futures              2b Park Drive, Bangor, Count Down, BT20 4JZ              028 9147 5720  <a href="mailto:dataprotection@positive-futures.net">dataprotection@positive-futures.net</a> </p>
<p><b>What information we collect and use and why</b></p>	<p>We collect or use the following personal information as part of <b>shared lives carer recruitment<sup>1</sup>, administration and management</b></p> <ul style="list-style-type: none"> <li>• Contact details (e.g name, address, telephone number, personal email address)</li> <li>• Date of Birth</li> <li>• National Insurance Number</li> <li>• Gender</li> <li>• Marital Status</li> <li>• Passport Number</li> <li>• Driving Licence Number</li> <li>• Details of Access NI clearance</li> <li>• Employers contact details</li> <li>• Referees contact details</li> <li>• Social Worker contact details</li> <li>• GP contact details</li> <li>• Records associated with your placement (e.g reviews, contact records)</li> <li>• Training records</li> </ul> <p>We also collect the following special category information for shared lives carers recruitment, administration and management</p> <ul style="list-style-type: none"> <li>• Health information</li> </ul>

<sup>1</sup> The Adult Placement Agencies Regulations (Northern Ireland) 2007 requires all applicant carers to complete a full application with personal details and an Access NI check.

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	<p>Our lawful bases for collecting or using personal information as part of shared lives recruitment, administration and management are:</p> <ul style="list-style-type: none"> <li>• Consent</li> <li>• Legal Obligation</li> <li>• Legitimate Interest</li> </ul> <p>Positive Futures has a legitimate interest in processing personal information it collects in order to recruit and manage and support shared lives carers to provide a safe and effective placement to the people we support.</p> <p>We collect or use the following information to allow to manage <b>allowance payments and expenses</b>.</p> <ul style="list-style-type: none"> <li>• Timesheets</li> <li>• Bank account details</li> <li>• Tax status</li> <li>• Payroll records</li> </ul> <p>Our lawful bases for collecting or using personal information as part of managing allowance payments and expenses are:</p> <ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Legitimate interest</li> </ul> <p>Positive Futures has a legitimate interest in processing information to manage allowance payments and expenses to ensure that shared lives carers receive the correct allowances and expenses.</p>
<p><b>Where we get your personal information from</b></p>	<p>We collect your personal information from the following places:</p> <ul style="list-style-type: none"> <li>• From Shared Lives Carers directly</li> <li>• Referees</li> <li>• Security clearance providers</li> <li>• Healthcare professionals (e.g social worker)</li> </ul>

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<b>How long we keep information</b>	<p>We will hold records that contain your information for no longer than is necessary, as per the retention periods specified in our Records Retention and Disposal Schedule</p>
<b>Who we share information with</b>	<p>Your information is shared with the Service Manager, Senior Managers, Directors, the Social Worker and approval panel, as required.</p> <p>We may be required to share your information with external agencies for the purpose of fulfilling our legal, regulatory and contractual obligation or for the defence of our response to litigation.</p> <p>Positive Futures data processors who are responsible for processing your information on its behalf such as our archiving facility and training providers.</p>
<b>Data protection rights</b>	<p>Under data protection law, you have rights including:</p> <ul style="list-style-type: none"> <li>• <b>Right of access</b> – you have the right to ask us for copies of your personal data</li> <li>• <b>Right to rectification</b> – you have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete</li> <li>• <b>Right to erasure</b> – you have the right to ask us to erase your personal data in certain circumstances</li> <li>• <b>Right to restrict processing</b> – you have the right to ask us to restrict the processing of your personal data in certain circumstances</li> <li>• <b>Right to object to processing</b> – you have the right to object to the processing of your personal data in certain circumstances</li> <li>• <b>Right to data portability</b> – you have the right to ask that we transfer the personal</li> </ul>

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data you gave us to another organisation or to you in certain circumstances

- **Right to withdraw consent** – when we use consent as our lawful basis you have the right to withdraw your consent

**Please note:** We rely on your consent to be able to share your information with the Regulation and Quality Improvement Authority (RQIA) for their audit purposes. Arrangements under Article 43 (1) under Article 40 or 41 of Health & Personal Social Services (Quality, Improvement and Regulation NI) Order 2003 state that your personal records can be shared in the following circumstances:

- the information is disclosed in a form which the identity of the individual cannot be ascertained
- the individual consents to the information being disclosed
- the individual cannot be traced despite taking all reasonable steps.

In order for us to comply with the law, there are certain circumstances where we will have to share your personal information with RQIA without your consent. Article 43 (2) of Health & Personal Social Services (Quality, Improvement and Regulation NI) Order 2003 RQIA states that your personal records can be shared:

- It is not practicable to disclose the information to RQIA in a form which does not identify you;
- RQIA considers it is necessary due to a serious risk to health and safety
- RQIA considers that it is necessary to do so having regard to risk and urgency of the exercise of their regulatory functions.

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	<p>You don't usually need to pay a fee to exercise your rights. If you make a request we have one calendar month to respond to you.</p> <p>To make a data protection request please contact us using the contact details at the top of this privacy notice</p>
<p><b>Transfers of personal data to any third countries or international organisations</b></p>	<p>Your data is not transferred to any third countries or international organisations</p>
<p><b>How to complain</b></p>	<p>If you have any concerns about the use of your personal information you can make a complaint to us using the contact details at the top of this privacy notice.</p> <p>If you remain unhappy with how we have used your information after raising a complaint with us you can also complain to the Information Commissioner's Office (ICO)</p> <p>The ICO's address:</p> <p>Information Commissioner's Office          Wycliffe House          Water Lane          Wilmslow          Cheshire SK9 5AF</p> <p>Helpline number: 0303 123 1113          Website: <a href="https://www.ico.org.uk/make-a-complaint">https://www.ico.org.uk/make-a-complaint</a></p>