

# Worcestershire Safeguarding Adults Board Privacy Notice

version v2.0

## Changes to this notice

We keep this privacy notice under regular review and we will place any updates on this web page. This Notice was last updated on 05 May 2023.

This Privacy Notice explains how the Worcestershire Safeguarding Adults Board (WSAB) collects, uses and shares personal information in order to carry out its statutory duties and responsibilities. It should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

Worcestershire Safeguarding Adult Board (WSAB) is a statutory body under the Care Act 2014. It is a partnership of local agencies with a dedicated, independent chair, it exists to make sure that all member agencies are working together to help keep Worcestershire's adults safe from harm and protect their rights.

The duties and responsibilities of the WSAB are detailed in the Care Act 2014 and include arranging and managing safeguarding adult reviews, assuring appropriate training and maintaining the multi-agency safeguarding adult procedures in line with legislation and government guidance. The WSAB must publish an annual report and strategic plan.

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

The Safeguarding Adults Board needs to process your data in order to maintain the service that we provide which includes but is not exclusive to: learning events, evaluation, workforce planning support and procurement.

The Safeguarding Adults Board has a legitimate interest in processing your personal data. It needs to process personal data to

- Contact delegates booked onto an event for a variety of reasons such as to inform them of the cancellation or a change of date or venue or distribute training material
- Maintain accurate attendance and invitee records
- Obtain information relating to any type of disability you may have, to ensure that we comply with making reasonable adjustments where possible for those in attendance.

- Provide regular reports for nominated agency representatives regarding attendance to events.
- Ensure effective business administration
- Process invoices for payment
- Collect impact evaluation data post events

## **Personal data collected and lawful basis**

We collect your personal information directly from you or from the agencies you've been in contact with, this includes providers of health or care services or criminal justice partners

The Safeguarding Adults Board collects and processes the following information about you:

### **Conducting Safeguarding Adult Reviews:**

- Name, contact details, date of birth and age
- Any relevant unique identifiers, such as National Insurance number or NHS number
- Details of relatives/family members/next of kin and/or appropriate representatives
- Details of any safeguarding concerns related to any safeguarding adult review processes, and/or any related complaints
- Details of your involvement with providers of health, care or other agencies who hold information about you that is relevant to a Safeguarding Adults Review
- Professional views and/or opinions in the course of safeguarding adult review processes
- Ethnicity

### **CARM (Complex Adult Risk Management Framework)**

- Name, contact details and date of birth
- Any relevant unique identifiers, such as NHS number or social care reference number
- Details of care and support needs including any identified potential risks of harm that CARM is asked to assess
- Details of your involvement with providers of health, care or other agencies

### **Training and events:**

- Your name, work address and work contact details, including work email address and work telephone number
- If you are a private applicant the contact details we hold will be your name, home address and contact details, including email address and telephone number
- Information about access needs for attending meetings and events, including whether or not you have a disability for which the Safeguarding Adults Board needs to make adjustments for
- Attendance information
- Qualitative and quantitative information given on evaluation forms following attendance at an event
- If you are a commissioned trainer, reviewer or author: name, business address, telephone number, email address, registered business name, limited company number and financial details including bank account number and sort code

The Safeguarding Adults Board will collect this information in a variety of ways. For example, data might be collected through application forms and evaluations forms or through procurement paperwork when we commission services from a private provider.

We may also process some special category (sensitive) data, which is relevant to individual cases and may include some of the following but is not limited to:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information

The legal bases for processing this personal data are:

- Necessary for compliance with a legal obligation (UK GDPR Article 6(1)(c)) - Care Act 2014 section 44
- Necessary for the performance of a task carried out in the public interest or in the exercise of our official authority (UK GDPR Article 6(1)(e))

The special category condition for processing is:

- Necessary for reasons of substantial public interest, on the basis of UK law (UK GDPR Article 9(2)(g) and DPA Schedule 2(18) and Schedule 2(6))
- Necessary for the provision of health or social care or treatment or the management of health or social care systems and services (UK GDPR Article 9(2)(h) and DPA 2018 Schedule 2(2))

## **Who we may share your information with**

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant. These include but are not limited to:

- Worcestershire Safeguarding Adults Board Members
- West Mercia Police
- Herefordshire and Worcestershire Health and Care NHS Trust
- Worcestershire Acute Hospitals NHS Trust
- West Midlands Ambulance Service
- Worcestershire Children First
- Herefordshire and Worcestershire Integrated Care Board
- Hereford and Worcester Fire and Rescue Service
- District, City and Borough Councils in Worcestershire (through Worcestershire Regulatory Services)
- District Councils
- Onside Advocacy
- Other agencies relevant to the particular case e.g. District Councils

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

## How long we will hold your information

Documentation and records processed as part of the Safeguarding Adults Review process will be kept for eight years from the completion of the SAR and signed by the WSAB. The final SAR report is kept permanently.

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [dataprotection@worcestershire.gov.uk](mailto:dataprotection@worcestershire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.