

Equipment and Adaptations Privacy Notice



Date and version	January 2021 v1.0
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What this privacy notice is for

Our core data protection obligations and commitments are set out in the MioCare Group primary privacy notice at https://www.miocare.co.uk/about/data_protection/

This notice provides additional privacy information for the client /client's family for whom the equipment / adaptation is being provided. The Community Occupational Therapy Team (Employees of Salford Royal NHS Foundation Trust - Part of the Northern Care Alliance), a joint commissioned service by OMBC and Oldham CCG complete assessments of medical need and forward recommended referrals to the Equipment and Adaptations team to provide equipment and adaptations to the residents of Oldham in order to help them to continue to live independent lives in familiar and comfortable surroundings.

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details.

What we use your information for

We collect [or obtain] your personal information for the following purpose(s):

- To complete the Disabled Facilities Grant application form
- To carry out a financial assessment
- To complete VAT exemption certificates
- To insure relevant pieces of equipment in the client's name
- To order and arrange the provision of equipment

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information:

Category of personal data	Special/ Sensitive
Personal details (e.g. name, address, contact details)	
Date of birth	
Gender	
Racial or ethnic origin	Yes
Physical or mental health	Yes
Lifestyle, social and housing circumstances	
Financial details	
Employment details	
Advocate/family members/next of kin details	

Legal basis for processing

The legal basis for processing and or sharing your personal information is:

- Legal obligation
- Consent
- Vital Interest

Examples of legislation that support this are listed below:

- Housing Grants, Construction and Regeneration Act 1996
- Children Act 1989
- Chronically Sick and Disabled Persons Act 1970
- Care Act 2014
- Health and Safety legislation

If you fail to provide certain information when requested, we may not be able to perform the support required or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We share personal information about you to:

- Northern Care Alliance (Community Occupational Therapy Team)
- Contractors and suppliers - names, addresses and contact telephone numbers to enable them to arrange to carry out installations of assessed equipment and adaptations
- Landlords - we request permission from landlords to carry out work to properties to identify who adaptations are being requested for; at which property and what type of work is required
- Local Authority Planning / Building Control teams – applications for certain work require permission before work can commence
- Safeguarding Team – if any concerns are raised for example by a member of the public regarding a client's safety.

Identifiable Personal Information could be shared under the following circumstances:

- Safeguarding, if something you tell us raises a safeguarding concern
- You raise a specific personal issue or concern that requires addressing
- You ask us to share your personal details

As well as information collected directly from you, we also obtain or receive information from:

- Northern Care Alliance (Community Occupational Therapy Team)
- Health Care, social, housing and welfare organisations
- Oldham Council
- Your advocate, family members and/or next of kin
- Members of the public, if for example, there are safeguarding concerns or complaints

Data Transfers beyond UK

We do not transfer any of your personal information outside the UK.

Automated Decisions

All the decisions we make about you involve human intervention.

How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Disabled Facilities Grant information is retained for a 10-year period as per legal requirements in case financial repayment may be claimed.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by MioCare Group can be found in the privacy notice which can be found at https://www.miocare.co.uk/about/data_protection/