

## Privacy Notice for Shared Lives

**Nottingham City Council  
Information Compliance**

**Service Area: People  
Directorate: Adult Social Care  
PN-0040**

**05/2025**



The Shared Lives team are part of Nottingham City Council, who is the data controller for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- undertaking statutory duties to support and protect vulnerable adults and children.
- ensuring compliance with regulatory bodies, e.g. Care Quality Commission
- assessing the suitability of carers to offer help, support and accommodation through the Shared Lives programme, which includes full enhanced DBS checks.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

### **What personal information will the Council process?**

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above may relate to your:

- personal details
- domestic circumstances, i.e. your accommodation and living arrangements
- home life relating to you and any other residents of your property
- relationships
- beliefs and values
- finances

The information provided by you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Religious beliefs
- Physical or mental health
- Sex life or sexual orientation
- Genetic and biometric data

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018. The following legislation listed below is relevant to the performance of our task:

- Care Act 2014
- The Children's Act 1989
- Mental Capacity Act 2005
- The Mental Health Act 2017
- Chronically Sick and Disabled Persons Act 1970

The information provided by you may also include personal data relating to criminal offences, such as any results found through a DBS search. The condition under which this information is processed is for statutory reasons of substantial public interest in order to safeguard children and adults at risk.

### **Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council will share your personal information, where it is lawful to do so, with:

- the Care Quality Commission
- Shared Lives Plus
- Partnering foster care agencies
- Disclosed and Barring Service (DBS)
- Nottinghamshire County Council (who provides the Oleeo/CATT system used to manage all Shared Lives applications)

The information provided by you may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at

<http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

### **Do I have to provide the information?**

You are obliged by statute to provide some of the information that is specified here (for example physical or mental health information, or information required for a DBS

check). However some information will be voluntary provided in order for you to access services provided by the Shared Lives team.

### **How long will the Council retain the data for?**

The information that you have provided will be kept for:

- 10 years from the termination of service if you are a carer
- 6 years if you are a client after your case has closed.

Some information relating to children may be kept for up to 75 years.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s Information Asset Register”.

### **Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

### **Data Protection Officer**

You can contact the data protection officer at:

Loxley House  
Station Street  
Nottingham NG2  
3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

### **Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

### **Further**

### **Information**

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .