

Privacy Notice

Benefits, Assessments and Charging
service



This Privacy Notice is designed to help you understand how and why Benefits, Assessments and Charging service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Benefits, Assessments and Charging (BAC) service are responsible for completing financial assessments, ensuring welfare benefits maximisation and facilitating charging for social care services. The Team retains your information in order to ensure that social care clients are charged appropriately and also to facilitate payments to the providers of social care, according to the local authority guidelines encompassed in the Care Act. The Team also uses the information to liaise and negotiate with relevant partners including the Department for Work and Pensions and the District Councils, to further ensure that the relevant benefits are available for our clients in North Yorkshire.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

In order to deliver the Benefits, Assessments and Charging Service the Council will need to collect both personal and special category data including but not necessarily limited to:

- Name, Address, Date of Birth and Contact details
- Social Care ID and National Insurance Number
- Family composition, family history, relationships information, social circumstances
- Financial information

Special category data collected may also include:

- Physical and/or Mental Health Details
- Racial or Ethnic Origin
- Health Care assessed needs and Health Outcomes

Why do we collect your personal information?

Your information is collected in order to carry out the following tasks:

- To complete accurate financial assessments to determine how much we can ask you to pay towards any social care and support that we may provide on your behalf
- To ensure that we make accurate payments to the providers of that care and support
- To ensure that you are receiving the correct entitlement to welfare benefits and assist you to maximise any such entitlement.

Who do we share this information with?

In the course of performing these duties, the Team may share your information with a number of agencies who are key to delivering these services, including:

- Department for Work and Pensions
- District Council Housing and Council Tax departments.

Within North Yorkshire County Council:

- Operational Social care and Support teams who look after the actual provision of the agreed care and support being provided for you.

How long do we keep your information for?

The following table details the retention periods for records relating to the benefits, assessments and charging service:

Data held	Retention period
Data in relation to your overall financial position.	Retain from year recorded for 6 years
Client records in relation to the care of adults	Retain from end of service for 6 years

What is our lawful basis for processing your information?

Article 6(1)(c) – Legal obligation: the processing is necessary to comply with the law

With regard to special category data:
Article 9(2)(h) – Provision of health and social care

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- The Care Act 2014

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).