

Privacy Notice

Health and Adult Services Participation
and Engagement Team



This Privacy Notice is designed to help you understand how and why NYCC Health and Adult Services Participation and Engagement Team 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 HAS Participation and Engagement Team processes personal data in order to support the directorate and council, and at times other statutory partners, to carry out engagement and consultation activity. The team also directly supports a number of community engagement forums and regularly liaises with a wide range of community groups. 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 our HAS participation and engagement service the Council will need to collect both personal and special category data, including:

Personal data collected:

- Name
- Contact details such as email address, postal address, telephone number
- Bank account details for processing expenses claims
- Views expressed in the course of community engagement forums and other activities in the form of meeting minutes

The Team will also collect certain Special Category data including:

- Basic information on access needs such as wheelchair access or requirement for interpreters
- Information on sex, ethnicity, age and disability may be gathered in the course of engagement activity e.g. via surveys, but this will be anonymous and not attributable to an individual

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- Personal information required in order to undertake risk assessments or similar to keep individuals safe

Why do we collect your personal information?

We need to collect this information to carry out the following tasks:

- Deliver and report on engagement and consultation activities
- To inform service and policy development/changes.
- Communicate about meetings and other engagement activities/opportunities
- Make travel arrangements
- Process expenses claims

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.

Generally, this information is in the form of either publicly available meeting minutes or anonymised feedback and reports of engagement and consultation activities. Your contact details will not be shared without your permission. Your contact details and bank account information will be shared with NYCC Financial Services in order to process claims.

Within North Yorkshire County Council your information may be shared with:

- Health and Adult Services
- Central Services
- Children and Young People’s Services
- Business and Environmental Services

Agencies your information may be shared with:

- Clinical Commissioning Groups
- Health providers
- Social care providers
- Voluntary organisations

How long do we keep your information for?

Data held	Retention period
Name and contact details	Retain from year records created for 6 years.

Banking information	Retain from year records created for 6 years.
Meeting minutes	Retain from year records created for 6 years.
Information gathered in the course of engagement activities and Consultations	Retain from year recorded for 6 years
Reports on engagement and consultation activities	Retain from year records created for 6 years.
Information collected for Risk Assessments and Safeguarding	Retain from date of last contact for 6 years

What is our lawful basis for processing your information?

With regard to personal data:

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:

- Care Act 2014
- Equality Act 2010

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](#).