



# HILLINGDON

LONDON

## DATA PROTECTION PRIVACY NOTICE FOR HEALTH INTEGRATION & VOLUNTARY SECTOR PARTNERSHIPS

### Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about individual residents ("personal data") which it needs to process to provide these services.

This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

The ***Health Integration and Voluntary Sector Partnerships Team*** handles grants that Hillingdon Council makes to voluntary organisations, including dining centres. As part of the Leader's Initiative for Older People, we administer grants to older people's clubs and organisations to help provide outings and lunches to celebrate Christmas and special occasions. We also administer the free burglar alarm scheme for people aged 65 or over and the heater loan scheme for older and vulnerable people.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [hillingdon.gov.uk/privacy](http://hillingdon.gov.uk/privacy)

### What personal data do we hold

The types of data we hold and process will typically include:

- Names and addresses of voluntary organisations and older people's groups and individual contact names within those organisations
- Names, addresses and dates of birth of older people applying for a free burglar alarm or a heater loan or heater loan grant
- Bank account details for organisations and individuals in order to make grant payments.

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

## What is our purpose for processing your personal data

We process your data in order to:

- pay grants to voluntary organisations and to older people's groups and organisations
- promote good practice and partnership working
- make a free burglar alarm available to you and offer a free service of the alarm system after around 12 months,
- to allow our appointed contractor offer you a regular annual service after the free service, and to keep a record to ensure that duplicate alarms are not fitted to the same property.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

## What is the legal basis for our use of your personal data

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time.
- We need it in order to perform a contract between the Council and yourself. **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

- The Health Integration and Voluntary Sector Partnerships Team does not hold any sensitive personal data of the kind described above.

## For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

We keep details of grants paid to voluntary organisations and to older people's groups and organisations for 7 years, to comply with financial regulations.

We keep records of burglar alarms that have been provided and installed free of charge for up to 10 years to enable our appointed contractor to contact you to offer a free service around 12 months following the installation of the alarm, and to offer you subsequent servicing.

## **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

- We may share contact details for voluntary organisations with other organisations in order to promote good practice and partnership working across the voluntary sector in Hillingdon.
- We send names, addresses and telephone numbers to our contractor (ERA Home Security Ltd) for the purposes of installing a free alarm, arranging a free service after 12 months, to offer you a regular annual service after the free service, and to keep a record to ensure that duplicate alarms are not fitted to the same property.

## **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113).

If you wish to exercise any of these rights, please contact Kevin Byrne, Head of Health Integration and Voluntary Sector Partnerships - 01895 250665, KByrne2@hillingdon.gov.uk). You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact Kevin Byrne, Head of Health Integration and Voluntary Sector Partnerships, for further information.

London Borough of Hillingdon, 3E Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW,

01895 250665, KByrne2@hillingdon.gov.uk

**Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer  
Civic Centre, High Street,  
Uxbridge UB8 1UW

E-mail: [gegan2@hillingdon.gov.uk](mailto:gegan2@hillingdon.gov.uk) Telephone: 01895 277602