

# Adult Safeguarding Privacy Notice

Easy  
Read



Kent County Council Adult Social Care and Health



We (Kent County Council) would like to tell you about our Adult Safeguarding Privacy Notice.



This is a shorter easy read document of the full Adult Safeguarding privacy notice.

You can [read the full notice on our website](#).

Details are at the end of this document.



This privacy notice tells you:

- How we collect personal information about you
- What personal information we collect
- How we use the information
- Who we share it with.



We must give you this information by Law. The law is called the UK General Data Protection Regulation.

## What is safeguarding



Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. We work together with other organisations to keep people safe.

## What we mean by Personal Information



### Personal information is:

- Your name, address, telephone number, date of birth
- Contact details for members of your family and support network
- Information about your finances
- Photographs to help us when putting in any equipment.



### Special types of personal information are:

- Information such as race, beliefs or sexual orientation
- Information about health conditions or disabilities
- Information about your circumstances
- Any health and safety concerns
- Information about your needs and wishes.

## Collecting and sharing your personal information



We may need to share your information with other organisations.

These can include; advocates, Borough Councils, Government, NHS and GPs. We do this only when needed to and in line with the law.

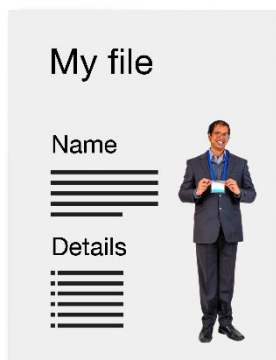
There is more information on this in the full privacy notice.

## How we use your personal information



We use the information to make a full record of all of the work that we do with and for you. We use this to make sure you get the right support.

## How long will your personal information be kept?



We will only keep your personal information for as long as needed. You can find out more in the full Adult Safeguarding Privacy Notice.

We destroy all records securely.

## The Law and collecting information



We are required by Law to provide health and social care services.

To do this we have the permission to collect personal information.

This allows us to give the right services for the individual and keep people safe.



We do not need to ask your permission to collect or share information.

We only share information when it is needed and in line with the law.



If you do not provide your information you may not get the right services for you.



**What about the NHS and care services?**

To find out how the NHS use confidential information go to: [www.nhs.uk/my-data-choice](http://www.nhs.uk/my-data-choice)

## Your rights



Under the UK General Data Protection Regulation, you have the right to:

- Know what we are doing with your information and why
- Ask to see the information (by using an access request)
- Ask us to correct any mistakes
- Object to direct marketing
- Make a complaint to the Information Commissioners Office.



You may also be entitled to:

- Ask us to delete your information
- Have your information transferred electronically to yourself or another organisation
- Object to decisions being made that significantly affect you
- Object to how we use your information
- Stop us using your information in certain ways.



We will try to meet your request.

But we may be required to hold or use your information to comply with legal duties.

## Looking after your personal information



How we look after personal information:

- We have security in place to help stop information from being lost or used in the wrong way
- We limit access to your personal information to the people who need it to make sure you get the right care and support
- Those who must use the information will do so confidentially.



We will deal with any security breaches in line with the Law and let you know if you have been affected.

## For more information



Contact the Information Resilience and Transparency Team if you:

- Want to exercise your rights
  - Have a complaint about why your information has been collected
  - How information has been used
  - How long information has been kept for.
- Email : [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk)



You can contact our Data Protection Officer by email: [dpo@kent.gov.uk](mailto:dpo@kent.gov.uk)



To make a complaint to the UK Information Commissioner  
Go to their website: [www.ico.org.uk/make-a-complaint](http://www.ico.org.uk/make-a-complaint)  
Or telephone: 03031 231113



For the full document and more information go to:  
[www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/adult-social-care-and-health/safeguarding](http://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/adult-social-care-and-health/safeguarding)