

Privacy Notice

Derwent Lodge



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

Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

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

Information Governance Office
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@ryedale.gov.uk // 01609 53 2526

What Personal Data of mine do you collect?

We will need to use and collect your personal data and sometimes your special category personal data, this will include, names, addresses, date of birth, medical information, financial information, convictions, contact details, Family and household information and equality data.

What is the purpose of collecting my Personal Data?

The data is used to:

- Asses the purposes of tenancy management
- Undertake Risk assessments
- Develop support plans and Support Planning
- Assess Young People's Partnership data
- Make referrals to specialist support services
- Investigate complaints and reviews raised by you or other individuals.
- Assist with the planning of new and reviewing of current services

Who do you share this data with?

In order to provide the best possible service the development needs to work jointly with third party organisations. These organisations may have access to your personal data in order to assist with supporting you whilst you are accommodated at Derwent Lodge, with moving to independent living and to assist the Council in its duties as a landlord. If the department uses a third party organisation it will always ensure that a data sharing agreement is in place which protects the security of your data.

The sharing of your data with third party organisations would be to assist in providing you with the support and guidance to move through the Young People's Pathway for Young People, to access independent accommodation and to provide you opportunities for Education, training and employment. The Council will only share your personal data in order to utilise the expertise of external specialist agencies to provide a bespoke service where needed.

Data will also be shared with third party organisations for the prevention of crime and to safeguard children and adults at risk.

Where necessary, data may be shared with the following internal Service Areas:

- Revenues and benefits
- Community safety for the prevention of crime
- Council tax
- Legal services

Where necessary, data may be shared with the following external organisations:

- Other Local Authorities
- Housing Providers and Landlords
- Specialist support services
- North Yorkshire Police
- Adult or Children's Social care
- Young People's Partnership
- Probation service and Community Rehabilitation Service, Youth Offending team or the Prison Service
- Hospitals, mental health services and GP services

How long do you keep this data for?

Data held	Retention period
Residents property files	6 years
Risk assessments	6 years
Support Files	6 years
Client contact notes	6 Years

What is your legal basis for processing this data?

Lawful basis for processing personal data under Article 6 GDPR

The processing is necessary for this reason:

Processing is necessary for compliance with a legal obligation to which the controller is subject;

Processing is necessary in order to protect the vital interests of the data subject or of another natural person;

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Additional condition for processing special category data under Article 9(2) GDPR

Special category personal data may be processed if:

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

The DPA 2017 will provide a lawful basis to process criminal offence data (as required by Article 10 GDPR).

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