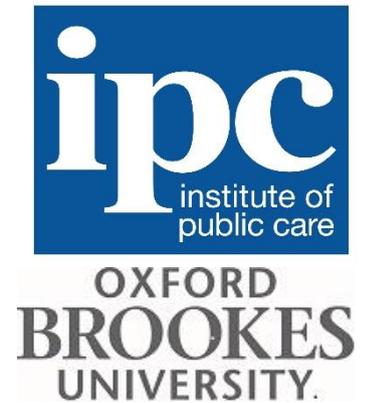




**Adult Social Care  
Data and Cyber  
Security Discovery  
Programme -  
Joint Privacy Notice  
for participating  
services**



## Introduction

The purpose of this Privacy Notice is to inform adult social care providers which participate in the Adult Social Care Data and Cyber Security Discovery Programme how the information they provide to the programme will be used and processed.

The Programme is being led by the Registered Nursing Home Association (RNHA), acting on behalf of the Care Provider Alliance. The RNHA has commissioned the Institute of Public Care (IPC), Acting on behalf of Oxford Brookes Enterprises Ltd, to undertake the work needed with individual adult social care services.

## Response Form

To confirm or otherwise their agreement to participate in the programme, adult social care providers are asked to complete a Response Form. This form is returned to the RNHA. The form includes contact details and some information about the participating service.

The RNHA is the Data Controller for the information provided on the Response Form. The RNHA will share the information with IPC, and with the RNHA's appointed Programme Manager, Peter Cheer, of Care Inc Ltd.

This information will not be shared with other organisations except in the following circumstances:

- (i) Where required to do so by law, court order or any governmental or regulatory body or in order to comply with recognised professional standards; or
- (ii) To any of its employees, officers, sub-contractors, representatives or advisers who need to know the information in order for the RNHA to complete the programme and who agree only to use the information for that purpose and not to cause or allow disclosure of that information; or
- (iii) Where the information was available or known to the RNHA on a non-confidential basis before being provided on the Response Form. This would, for example, apply to information that is publicly available on the CQC website.

Your information is provided to RNHA and processed by RNHA with your consent. If you wish to withdraw your consent, or to request the return of your information, please contact [cyberproject@rnha.co.uk](mailto:cyberproject@rnha.co.uk). However please note that, once the programme is underway, complete deletion or the return of your information may not be possible until some time after the end of the programme.

Please contact the RNHA via the same email address if you would like a copy of the information that the RNHA holds about you.

## Information you share directly with IPC during the course of their work with your service

During the course of your participation in the programme, you will be asked to provide IPC with a range of information related to the operation of your service, particularly in relation to your use of technology. IPC will be the Joint Data Controller for this information.

Apart from the contact information necessary for IPC to arrange their work with you, this information will not include identifiable personal data. It will, nevertheless, be treated confidentially. In particular, IPC will only share the information you provide it:

- (i) Where required to do so by law, court order or any governmental or regulatory body or in order to comply with recognised professional standards; or
- (ii) To any of its employees, officers, sub-contractors, representatives or advisers who need to know the information in order for IPC to complete the programme and who agree only to use the information for that purpose and not to cause or allow disclosure of that information; or
- (iii) Where the information was available or known to the IPC on a non-confidential basis before being provided to them. This would, for example, apply to information that is publicly available on the CQC website.

Your information is provided to IPC and processed by IPC with your consent. If you wish to withdraw your consent, or request the return of your information, please contact [ipc.cyber@brookes.ac.uk](mailto:ipc.cyber@brookes.ac.uk). However please note that, once the programme is underway, complete deletion and/or return of your information may not be possible until some time after the end of the programme.

Please contact IPC via [ipc.cyber@brookes.ac.uk](mailto:ipc.cyber@brookes.ac.uk) if you would like a copy of the information that IPC holds about you.

## Data Retention

The information that you provide to the RNHA and IPC as part of this programme will be retained for 12 months after the end of the programme and will then be securely deleted or destroyed in March 2020.

The reason for retaining the information for 12 months is that, while the main programme report is due to be completed in March 2019, it is possible that additional learning could be gained by reviewing and analysing the information in different ways after the main report has been completed.

## Questions?

If you have any questions, please contact either [cyberproject@rnha.co.uk](mailto:cyberproject@rnha.co.uk) or [ipc.cyber@brookes.ac.uk](mailto:ipc.cyber@brookes.ac.uk).

27<sup>th</sup> September 2018.