



# HILLINGDON

LONDON

## **DATA PROTECTION PRIVACY NOTICE FOR KIDS IN CARE AWARDS**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ("personal data") which it needs to process for the purpose of providing the following service KIDS IN CARE AWARDS. 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. Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link:

[www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The data that we hold and process for nominees will typically include:

- Personal Information such as name date of birth, address.
- Carers' personal information, including name and address.
- Details of support providers who may currently provide a service to you.
- Reason for KICA nomination.

The data that we hold and process for nominators will typically include:

- Personal information such as name and contact details, address and Professional role.

We obtain some of this data from nominators directly and we may also obtain it from other sources such as LCS. 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 personal data in order to assess if you meet the criteria for a KICA. We may also use this data where necessary to protect you and other nominees

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 with details of that other purpose before we start processing your data.

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

We need it to perform a task in the public interest.

### **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.

Details of KICA nominators and nominations will be retained in line with the Council's Retention and Destruction Policy.

### **Your rights**

The nominators will receive a copy of the nomination form via email. You can contact us to ask us to correct your personal data if there are any errors.

Nominees will receive details of the nominator, and nomination reason in a letter.

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 Helen Smith. 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**

This notice applies to the KICA awards only.

## **Contacting us**

Please contact the KICA team for further information:

London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Email: [KICA@hillingdon.gov.uk](mailto:KICA@hillingdon.gov.uk)

Tel: 01895 250030

## **Statutory Data Protection Officer**

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

Data Protection Officer  
Legal Services  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Email: [DPO@hillingdon.gov.uk](mailto:DPO@hillingdon.gov.uk)