

# Client Finance Privacy Notice



**Oldham**  
Council

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Date and version

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## What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)

This notice provides additional privacy information for:

- Adult social care Client finance team

## Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

## What we use your information for

We collect your personal information in order to support you to manage:

- State benefits
- pay your bills and debts

We also need this to:

- act on your behalf when liaising with the Department for Work and Pensions
- the Court of Protection
- Office of the Public Guardian
- utility companies
- banks and building societies
- debt collection agencies
- any other organisations with which you have a financial relationship

## What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Personal data	
Family details	
Lifestyle and social circumstances	
Goods and services	
Financial details	
Employment and education details	
Housing needs	
Business activities	
Case file information	
Religious beliefs	Special
Sexual life or sexual orientation	Special
Offences (including alleged offences)	Special
Race or ethnic origin	Special
Criminal proceedings, outcomes and sentences	Special

## Legal basis for processing

The legal basis for processing and or sharing your personal information is:

Article 6 of the GDPR allows us to process your data in line with the public task requirements under The Care Act (2014).

Article 9 of the GDPR allows us to process special data for the provision of health and social care.

Your personal information is necessary for your legitimate interests so that the Council can assist you in the management of your financial affairs.

In some cases we may need your consent when processing your information. For example, we may need your consent to speak with certain organisations that do not recognise the authority of the Department for Work and Pension Corporate Appointeeship. You do have the right to withdraw your consent at any time.

This may include claiming benefits on your behalf and paying your bills and any debts that you may have.

## Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Department for Work and Pensions
- Debt collection agencies
- Financial institutions, such as bank and building societies
- Utility companies
- Court of Protection
- Office of the Public Guardian
- Other local authorities
- Other government bodies
- Care providers

- Housing providers
- The Council's external auditor
- CIFAS (Credit Industry Fraud Avoidance System)

As well as information collected directly from you, we also obtain or receive information from:

- Department for Work and Pensions
- Debt collection agencies
- Financial institutions, such as bank and building societies
- Utility companies
- Court of Protection
- Office of the Public Guardian
- Other local authorities
- Other government bodies
- Care providers
- Housing providers
- The Council's external auditor
- CIFAS (Credit Industry Fraud Avoidance System)

### **Data Transfers beyond European Economic Area**

We do not transfer any of your personal information outside the European Economic Area ('EEA').

### **Automated Decisions**

All the decisions we make about you involve human intervention.

### **How long we keep your data**

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Your information will only be kept for a specific amount of time after which it will be securely destroyed in line with the council's record retention policies.

### **Where can I get advice**

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)