



Wigan Safeguarding Adults Board Privacy Notice

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This Privacy Notice was last updated in July 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Wigan Safeguarding Adults Board Privacy Notice](#).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **the Wigan Safeguarding Adults Board**. Wigan Council and organisations who work on behalf of us, collect, store and process personal and sensitive information about children, young people, adults and their families. This information enables us to carry out specific functions that we are responsible for. The WSAB is a statutory service which exists to make sure that all member agencies are working together to help keep Wigan's adults safe from harm and protect their rights. Local authority statutory adult safeguarding duties apply equally to those adults with care and support needs regardless of whether those needs are being met, regardless of whether the adult lacks mental capacity or not, and regardless of setting.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as providers of a safeguarding function for adults and their families we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status
- Civil partnerships
- Bank account details, payroll and tax/national insurance status information

Please note that this is not an exhaustive list.

We may also collect, store and use special categories of more sensitive personal information. This may include, but is not limited to:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Offences (including alleged offences), criminal proceedings, outcomes and sentences.
- Information about health conditions or disabilities that may apply to you
- Information about you and your circumstances
- Information about relevant health and safety concerns
- Information about your needs and wishes.

3. HOW WE USE PERSONAL INFORMATION

We will use the information we have collected to fulfil our statutory responsibilities in relation to organising and commissioning safeguarding adult reviews (S44 Care Act 2014).

In the course of these reviews we may collect information from, or share it, with some third parties, for instance Police, Health or Social Care Services, if there is a need to do so in order for Wigan Safeguarding Adults Board to exercise its functions.

The main purposes for processing your personal information are:

Co-operating to safeguard adults in relation to:

- Protection from harm, abuse and neglect
- promote your health and wellbeing in partnership, where applicable, with other agencies
- education, training and recreation
- the contribution made by you to society/social and economic well-being.
- create a secure and comprehensive record of all of the work that we do with and for you
- fully understand your needs
- arrange short/long term care solutions
- liaise with agencies, companies and charities on your behalf
- process complaints and compliments regarding the services we have provided
- request and arrange installation of specialist equipment for you
- work with you or your representative to create a Safeguarding Plan

To produce:

- Statistics, case reviews, analyses of cohorts (for evaluation of a specific approach or to plan for potential future demand), quality assurance reports and action plans to assess the overall effectiveness of health and social care services in relation to their objectives around safeguarding adults
- Statistics are used in different ways, meaning that individual adults may or may not be identified in the process. The use of personal data in research and statistics is part of the local authority's legal duty and ensures that funding and other resources are placed where adults at risk of abuse or neglect need them most. This includes sharing for local and national research and publication

purposes which would always be anonymised unless we ask for and receive specific permission to do so by the individual adult or their legal representative.



4. LEGAL BASIS FOR PROCESSING

The legal bases we rely on for processing your personal information are:

- It is necessary for compliance with a legal obligation
- It is necessary for performance of a task in the public interest or in the exercise of official authority
- It is necessary for the provision of health or social care or treatment or the management of health or social care systems and services.

As we have a statutory basis for collecting your personal data, we do not need to ask for your permission to collect and share it, however we will only ever share your data on a basis of need, in line with legislation and will work transparently with you at all times.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's Primary Privacy Notice:

There is a legal duty on local authorities and their partners to co-operate in promoting the well-being of young people and adults and to make arrangements to safeguard and promote their welfare.

Under the Care Act, 2014, Adults Safeguarding Boards have a legal responsibility to ensure that information is shared across partner agencies in respect of safeguarding adults. This includes all relevant organisations in the statutory and non-statutory sectors who are responsible for providing effective safeguarding arrangements. The following services: Education institutions and other public bodies including the Department for Education (DfE), Police, Probation, Greater Manchester Integrated Commissioning Board (ICB) health services, may pass information to us to help us to do this.

In this context, partners who we share information with include:

- Educational establishments
- Advocacy services
- Organisations that provide support i.e., residential homes, supported accommodation, personal assistants etc.
- GPs and other Primary Care services
- Wigan Prevention Hub
- Adult Social Care Services
- Mental Health Service providers
- Acute and Community Health Service providers
- Drug and Alcohol Services
- The Police

- Care Quality Commission
- Courts system
- Health Service providers
- Youth justice system
- Any other person or organisation exercising functions or are engaged in activities in relation to adults at risk of abuse or neglect in the authority's area
- Department for education
- Department for Health and Social Care

This data sharing enables us to personalise your care and ensure that you are receiving the best support possible.

Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We will continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

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 [Wigan Borough Council Primary Privacy Notice](#).