

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We are required to collect and share data about our Adult Social Care workforce with a third party by the Department of Local Government and Communities.

Date of Issue: 26 June 2019

Update History:

25 May 2018	First issue of a new Privacy Notice
26 June 2019	Updated to update National Minimum Data Set for Social Care (NMDS-SC) to Adult Social Care Workforce Data Set (ASC-WDS).
13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Communities  
Service: Adult Social Care  
Team: All

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:  
[www.westberks.gov.uk/dpofficer](http://www.westberks.gov.uk/dpofficer)

## What data will we collect about you?

Each year, West Berkshire Council is required by the Department of Health and Social Care to provide a third party, Skills for Care, with a set of data about its employees. This data is known as the Adult Social Care Workforce Data Set (ASC-WDS).

The data is part of what West Berkshire Council processes about people who work as part of its Adult Social Care service. This includes those that work as permanent staff, casual workers,

agency workers, volunteers and a snapshot of students working on a set date in September each year.

The data passed to Skills for Care includes gender, date of birth and National Insurance number, characteristics such as ethnic group, disability status, nationality, country of birth and year of entry to UK, plus other data including post code, employment and post details, sickness absence and qualifications.

Your name and contact details are not collected as part of this data, because there is no need to identify individuals, and you are not allowed to be identified by your National Insurance Number.

### **What will your data be used for?**

This information is used to produce analyses for the Department of Health and Social Care, Care Quality Commission, Skills for Care, local authorities, and other organisations to research and understand how social care is delivered and by whom, and to develop and train the workforce.

The reports do not identify you or your workplace(s), and they are used to help in the planning of future recruitment, identifying the qualifications and skills needed, and supporting the case for funding for training and development programmes.

### **Who will see your data?**

Your information in the ASC-WDS can only be accessed by the following:

- authorised users in West Berkshire Council's Human Resources service
- a small number of authorised Skills for Care business support staff who are responsible for assisting establishments and maintaining the ASC-WDS
- a small number of staff at Skills for Care's third party IT system supplier, for system development, support and management

Skills for Care provide their own Fair Processing / Privacy notices that explain what they do with your data and how it is safeguarded. You can read them online here: <https://www.nmds-sc-online.org.uk/content/view.aspx?id=Data Protection>

### **Why are we doing this?**

The Department of Health make certain returns mandatory for Local Authorities and ASC-WDS is one of them, though there is no statutory duty to comply.

West Berkshire Council has adjudged that providing data as part of the ACS-WDS 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.

The Council has identified that providing data is proportionate to what it will be used for, and that appropriate safeguards exist to protect the rights of its employees as data subjects. There's more on your rights below (see "Your Rights").

---

### **How long will your data will be kept?**

Your data will not be kept any longer than necessary. This means that West Berkshire Council only keep data for as long as we need to transmit the dataset in September of each year. After that point, the compiled dataset is destroyed securely by West Berkshire Council.

## **How is your data stored and processed?**

The data for the mandatory annual ACS-WDS return is compiled electronically and is directly uploaded on to the Skills for Care ACS-WDS website each September.

After this point, the Council destroys the dataset. This doesn't mean the Council deletes the data held by HR on you, which it needs to perform its functions as an employer, just that it deletes the compiled version it submits as the ACS-WDS dataset.

You can find out more about what Skills for Care do with the data on their website -

[https://www.nmds-sc-online.org.uk/content/view.aspx?id=Data Protection](https://www.nmds-sc-online.org.uk/content/view.aspx?id=Data%20Protection)

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

END

---