



From mountain to sea

Privacy Notice-

Occupational Therapy Service and Joint Equipment Service

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To determine eligibility for occupational therapy service
- To determine priority for occupational therapy service
- Assessment and treatment planning
- The processing of equipment orders placed by Occupational Therapists, District Nurses, Physio Therapists, Care Homes, Education Services
- The processing of Equipment uplifts received from Occupational Therapists, District Nurses, Physio Therapists, Care Homes, Education Services and the Contact Centre
- The processing of repair requests received by Occupational Therapists, District Nurses, Physio Therapists, Care Homes, Education Services and the Contact Centre
- The servicing and maintenance of equipment provided by the Joint Equipment Service under LOLER (Lifting operations and lifting regulations 1998), PUWER (Provision and use of work equipment regulations 1998) and P.A.T (Portable Appliance Testing)

Your information is:

| |
|--|
| Being collected by Aberdeenshire Council |
| |



From mountain to sea

The Legal Basis for collecting the information is:

| Personal Data | | Special categories of personal data | |
|---|---|--|---|
| Consent | | The data subject has given explicit consent to the processing | |
| Performance of a Contract | | Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law | |
| Legal Obligations | X | | |
| Vital Interests | | Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent | X |
| Task carried out in the Public Interest | | Processing relates to personal data which are made public by the data subject | |
| Legitimate Interests ¹ | | Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity | |
| | | Processing is necessary for reasons of substantial public interest | |
| | | Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems | X |

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



From mountain to sea

| | | |
|--|---|--|
| | Processing is necessary for reasons of public interest in the area of public health | |
| | Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes | |

Please tick all that apply

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Failure to provide the necessary information would mean that Aberdeenshire Council would be unable to meet legal requirements as set out in the equipment at work regulations and as such would not be able to provide the equipment necessary to meet service need.

Your information will be shared with the following recipients or categories of recipient:

- Where relevant:
- National Health Service (NHS)
 - Service Agents who are required to provide service and maintenance of equipment
 - Relevant Care Agencies
 - Housing Services
 - Education Services
 - Relevant Local Authorities
 - Relevant Third Sector Organisations
 - Police Scotland
 - Scottish Fire and Rescue
 - Scottish Government
 - Audit Scotland

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable



From mountain to sea

The retention period for the data is:

Your information may be stored on our social care information systems

- Five years since last action.
- Three years following death of adult.

The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.