**GDPR – what does it mean for Adult Social Care Practitioners and why is it important?**

*When you are asked what GDPR means, can you describe why it’s important for you as a social care practitioners, and for the service users that you work with, and how it is part of your everyday practice?*

**What is GDPR?**

The EU General Data Protection Regulations (GDPR) and Data Protection Act 2018 regulate how Swindon Borough Council (SBC) Adult Social Care collects, uses and is responsible for certain personal information about service users. The regulations were introduced in 2018.

The 6 principles of GDPR are to ensure that personal information about service users is:

1. Processed fairly, lawfully and in a transparent manner

2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with the original purpose

3. Adequate, relevant and limited to what is necessary in relation to the purposes

4. Accurate and kept up to date

5. Kept in a form that permits identification no longer than is necessary

6. Processed in a way that ensure appropriate security of the personal data

**GDPR Training**

All staff in Adult Social Care have completed training on GDPR, either a face to face briefing or online training. It is mandatory training for all staff.

**What GDPR means in practice in Adult Social Care**

Adult Social Care workers collect a range of personal information about the people that they are working with, through assessment and review. In addition, they may collect financial information about the person. It is well understood that a person’s data is valuable, and that it must be kept safe. The impact of a data breach can be significant, both for the individual and for the Local Authority.

Adult Social Care workers do assessments and reviews in people’s homes, and will record a person’s personal information in notebooks and on laptops. Data Protection training (mandatory for all staff) emphasises the importance of keeping information safe when out of the office, and minimising the risk when transferring hard copies of data. Laptops are encrypted.

Adult Social Care managers have mapped the data ‘journey’ for every service. These data maps are important because they set out each item of data that we collect from people, how we use and share their data, how we store it and for how long, and how we keep it safe.

For each service in Adult Social Care, the data maps clearly set out:

* Where data is collected/contained
* What data is used
* How this data is collected
* When/in what format/by what method
* How this data is used
* How this data might be processed
* Who this data might be shared with
* Whether this data is reviewed for accuracy
* Data retention policy

Data process maps are at **Appendix 1**

**GDPR Privacy Statement for Adult Social Care**

We have very clear guidelines on how we must keep your information safe and we understand how important that is. The guidelines include where we store information about you, who we share it with, and how long we keep it for. This information is in theGDPR Privacy Statement for Adult Social Care. This explains what personal data (information) Adult Social Care holds about service users, how we collect it, how we use it, and how we may share information about service users. The Privacy Statement is at: <https://www.swindon.gov.uk/directory_record/23237/adult_social_care_privacy_policy>

The Adult Social Care **Privacy Notice Summary** and **Easy Read** version are in Eclipse, at the back of all assessments.

**Putting GDPR into practice in Adult Social Care**

Assessment and Financial Assessment

When Adult Social Care workers talk to people about doing an assessment, we let the person know that we plan to do an assessment of their needs, set out for them the information that we will gather in the assessment, confirm that we may need to share the information, discuss how their data will be recorded how we will keep their data safe, and confirm that we understand the importance of keeping their data safe.

We show the person our Summary Privacy Statement for Adult Social Care which goes through how we will keep their data safe. This is included at the back of every Assessment on Eclipse.

We confirm that we may need to request a Financial Assessment to confirm how much the person may have to pay towards the cost of their care and support needs. We make clear to the person that all services, other than reablement and intermediate care, will be chargeable from the start date of the service. Any financial information that we collect from the person will be stored securely.

And then we seek their consent for Assessment and Financial Assessment.

Recording

A record is made on Eclipse that:

* We have discussed assessment and financial assessment with the person, that we have shown them the GDPR Privacy Statement, and confirm that they have consented to an assessment and financial assessment and that they understand about chargeable services and the financial contribution.