



Privacy Notice – Deferred Payment Arrangements

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected.

Why Do You Need My Information?

We need your information so we can calculate any contribution to the cost of care.

What Allows You To Use My Information?

The legal basis for processing your information in line with the General Data Protection Legislation is:

Article 6 (1) (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

The legislation is the Care Act 2014, under Section 34 of the Care Act a universal Deferred Payment scheme has been established. A deferred payment scheme allows the person entering into it to delay making some or all of their payments to the Local Authority for the Care and Support services they receive.

What Type of Information Will Be Processed?

We will process your personal data including name, address and age. We will also need to process some of your financial information in order to carry out a Financial Assessment. This information will include any earned or unearned income received and any savings or assets you have.

Who Will My Information Be Shared With?

Your information will be shared with: -

- Other departments within the local authority who deal with your care and charges. For example, The Families and Wellbeing Team who are responsible for ensuring that people are looked after and are receiving the level of care they require, the Commissioning Team who are responsible for planning, purchasing and monitoring of health and care services and the Legal Team who are responsible for ensuring all aspects of the process are compliant with relevant laws and regulations. (This list is not exhaustive)
- The Department for Works and Pensions for the purpose of verifying income and establishing any unclaimed Benefit entitlement.
- External Solicitors who work on behalf of the authority. Wilkin Chapman Solicitors have been instructed to provide legal support for securing a Deferred Payment Arrangement when someone is unable to pay for the cost of their care and own a home. The authority will help to pay for the cost of the care and this is repaid to the authority once the property is sold.

Do I Have To Provide This Information And What Will Happen If I Don't?

In order for a financial assessment to be conducted personal and financial information is required. If you do not provide the information requested the authority will not be able to complete a financial assessment and you will be responsible for all care costs.

How Long Will You Keep This Data For And Why?

The information will be retained for 6+1 years and will be retained for calculating any contribution towards the cost of care.

How Will My Information Be Stored?

The information will be stored on a secure database held by Warrington Borough Council.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#).

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/>

Will This Information Be Used To Take Automated Decisions About Me?

No, the data will not be used to make automated decisions.

Will My Data Be Transferred Abroad and Why?

No, your information will not be transferred overseas.