



BEDFORD
BOROUGH COUNCIL

Data Protection and Information Sharing Explained



Adults and Community Services

Introduction

The Department of Adults and Community Services staff and partner agencies work cooperatively together to provide services to people in Bedford Borough.

Whether we are visiting you in your home or meeting with you in our offices or service centres, we ask you for information so that you can receive the appropriate type and level of advice, guidance and assistance. This information is recorded and stored on a secure database.

Information sharing means that provision of services to you across agencies will be better managed and will reduce the need for you to repeatedly provide information to different staff.

The Data Protection Act

The 1998 Data Protection Act, which covers data on both computerized and paper systems, is designed to protect your personal information from potential abuse, misuse, misrepresentation or unwarranted intrusion by those who process such data. Bedford Borough Council complies with the requirements imposed by the Data Protection Act and the eight enforceable principles of good practice:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with your rights
- Secure
- Not transferred to countries without adequate protection

Why do you need information about me?

- So we know what services you need.
- So we know what services you are getting.
- So we know how good our services are.

How do you get the information about me?

- From you or from someone supporting you.
- From people like doctors, social workers, nurses, social care staff or teachers who think you might need help.

Who will see my information?

- Our staff and other organisations who need to know about you so we can give you the best services.
- Your private information won't be used by anyone else without your permission.

How will you keep my information safe?

- We have to keep to the Data Protection Act and the Caldicott principles. This means we must keep information about you correct, up to date and in a safe place, and it must only be used to help you.

What rights do I have?

- You have the right to ask for information not to be disclosed if it would be likely to cause substantial damage or distress to you or another
- You have the rights in most cases to see the information we have stored about you (ask for the leaflet 'Your right to see your record' – Number AS045_13)
- You have the right to ask for inaccurate information to be corrected or erased

How safe is my record?

Bedford Borough Council staff has a duty to keep your records confidential and safe. Security measures and strict standards protect your records which are accessed only on a need to know basis and access to records is regularly audited.

Further information about the Data Protection Act 1998

This leaflet does not give a full explanation of the Data Protection Act 1998 – the following people and organisations are there to help:



01234 267422



The Data Protection Officer

Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford
MK42 9AP

For more information on how to appeal if you believe Adult and Community Services is not meeting the full requirements of the Act write to:



0303 123 1113 or



01625 54 57 45



01625 524510



Information Commissioner's Office

Wycliffe House
Water Lane, Wilmslow
Cheshire SK9 5AF

Notes

Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Për Informacion

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برای اطلاع

Per Informazione


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Informacja

Za Informacije

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General Enquiries

 01234 267422

 **Adults and Community Services**

Bedford Borough Council

Borough Hall

Cauldwell Street

Bedford

MK42 9AP

 care@bedford.gov.uk

**Ask for leaflet
AS043_13**