



This Privacy Notice explains how the Surrey Safeguarding Adults Board (SAB) collects, uses and shares personal information in order to carry out its statutory duties and responsibilities. This notice will be reviewed and updated annually or earlier if necessary to comply with changes in the law.

1. Who we are and what we do?

Surrey Safeguarding Adult Board (SAB) is a statutory body under the Care Act 2014. It is a partnership of local agencies with a dedicated, independent chair, it exists to make sure that all member agencies are working together to help keep Surrey's adults safe from harm and protect their rights.

The duties and responsibilities of the SAB are detailed in the Care Act 2014 and include arranging and managing safeguarding adult reviews, assuring appropriate training and maintaining the multi-agency safeguarding adult procedures in line with legislation and government guidance. The SAB must publish an annual report and strategic plan.

2. What personal information do we collect?

In the course of working with you (or with professionals from other agencies who also work with you) we may collect the following types of personal information:

- Your name
- Your address
- Your date of birth
- Your email address and contact telephone number
- Any relevant unique identifiers, such as National Insurance number or NHS number
- Details of relatives/family members and/or appropriate representatives.
- Details of any safeguarding concerns related to any safeguarding adult review processes, and/or any related complaints.
- Details of your involvement with providers of health, care or other agencies who hold information about you that is relevant to a Safeguarding Adults Review.
- Professional views and/or opinions in the course of safeguarding adult review processes.

We collect your personal information directly from you or from the agencies you've been in contact with, this includes providers of health or care services or criminal justice partners.

3. What is our power to obtain and use personal data?

The following acts of legislation permit the Safeguarding Adults Board to use, store and share information for statutory reasons:

- The Care Act 2014
- Health and Social Care Act 2015
- Children's Act 1989
- Localism Act 2011
- Data Protection Act 2018
- Human Rights Act 1998
- Mental Health Act 1983 (Amended 2007)
- Mental Capacity Act 2005

- Homelessness Reduction Act 2017

4. How is your personal information used?

We will use the information we have collected to fulfil our statutory responsibilities in relation to organising and commissioning safeguarding adult reviews (s44 Care Act). In the course of these reviews we may collect information from, or share it, with some third parties, for instance Police, Health or Social Care Services, if there is a need to do so in order for the SAB to exercise its functions.

If the SAB receives information for which it does not have a statutory function, the information will be returned to the author and the information received will be deleted.

There may be other times where we are legally required to share your information. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns that an adult is at risk of or is experiencing harm or abuse
- For the prevention or detection of crime
- Where any legislative procedure requires us to share information about you

5. How do we keep your personal information secure?

The security of your personal information is important to us and we have procedures in place to control and safeguard access to and use of your personal information.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Where we use data for the purpose of a safeguarding adult review or other review type(s), we will apply additional protection for your information where appropriate.

6. How long will we keep your personal information?

The Surrey Safeguarding adults Board will retain IMR, chronologies and other related documentation received as part of the Safeguarding Adults Review process for eight years from the completion of the SAR.

7. What are your rights to access your information?

Under Data Protection legislation, you have the right to request access to information we hold about you.

To make a request for your personal information, please contact surreysafeguarding.adultsboard@surreycc.gov.uk. Your request will be acknowledged and a time-frame for a full response provided.

You also have the right to:



- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. The SAB will liaise with the organisation who owns the report to make a decision on disclosure. Alternatively, you can contact the Information Commissioner's Office.