

SCHEDULE FIVE (5)

DATA PROCESSING

FRAMEWORK AGREEMENT

CARE & SUPPORT FOR ADULTS WITH A LEARNING DISABILITY AND/OR AUTISM

1. The Contractor shall comply with any further written instructions with respect to processing by the Customer.
2. Any such further instructions shall be incorporated into this Schedule.

Description Details	Details
Subject matter of the processing	The processing for this Contract relates to the personal information associated with the individuals receiving a care and support service under the Framework Agreement
Duration of the processing	The processing of this information will commence at the start of the agreement for the duration of the Contract. The retention of the data will be subject to the Authority's retention policy.
Nature and purposes of the processing	The nature of the processing will be to collect, record, store, consult with care professionals such as CQC, use, disclose by transmission, disseminate or otherwise make available, restrict, erase or destroy data (whether or not by automated means) information relating to the clients residing at Woodlark House.
Type of Personal Data	<p><u>Personal Data held for individuals include:</u></p> <ul style="list-style-type: none"> • Name, • Permanent and/or temporary address, • Adult Social Care ID; • NHS number • date of birth, • gender, • contact details: tel no's & email address(es), • GP's name and address; • Details of family/next of kin/carers, including contact details • ethnic origin • preferred language and/or need for an interpreter • religion and beliefs • lone visit hazards, e.g. dog in house • details about their accommodation (e.g. type of property, who they live with, etc) <p><u>Sensitive Data to be held for individuals include information relating to the following:</u></p> <ul style="list-style-type: none"> • Their current situation at home (including

	<p>how they are managing, what aids they are using, etc);</p> <ul style="list-style-type: none"> • Social and leisure details; • Health needs(e.g. details of medication, medical history and emotional health); • Transport requirements and arrangements; • Daily personal needs, including night time, keeping safe and risks; • Eating, drinking, meal preparation details; • Managing daily living tasks, including financial affairs (e.g. Power of Attorney details, DWP including relevant contact details); • Summary of needs • Eligibility for social care or CHC.
Categories of Data	<p>Authority clients Other local authority clients NHS CHC clients</p>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>All data processed on behalf of the Authority must be destroyed:</p> <ul style="list-style-type: none"> (i) Upon the death of an individual; (ii) The individual's move to another provider; (iii) The package terminates; (iv) The individual moves to another local authority area. <p>The Provider will confirm to the Authority that the data has been destroyed at the time of destruction.</p> <p>Upon termination of the Contract, the Provider will destroy all remaining data and confirm in writing that this has been actioned.</p>