

Privacy Notice template for service area to comply with GDPR

Who we are:

Deputy Appointee Team
Town Hall
St Ives Road
Maidenhead
SL6 1RF

Tel 01628 796615 or 01628 683117

Lawful basis for processing the information:

Mental Capacity act 2005 and that we report to the Office of The Public Guardian Tel 0300 456 0300 customerservices@publicguardian.gsi.gov.uk and DWP <https://www.gov.uk/government/organisations/department-for-work-pensions> who monitor our cases.

How do we collect information:

Personal data is supplied by service users or from Social Workers completing our referral and Mental Capacity (Office of the Public Guardian COP 3) assessment forms. All of our clients are referred by Social Services 01628 683800 or the Office of the Public Guardian 0300 456 0300

What type of information is collected:

Names addresses. National Insurance numbers, date of birth, wills and property deeds Land Registry. Names and addresses of relatives and friends that are involved with your wellbeing.

How we use the information provided:

To apply to the Court of Protection. Tel 0300 456 4600 and the DWP to look after your property and affairs. To also ensure that you receive all benefits and assistance that you are entitled to.

Who has access to the information about you:

Adult Social Services would have access to personal details. All financial details are accessed only by the Deputy Appointee Team employees.

Who we may share your information with:

Housing Benefits - 01628 683800, DWP, Adult Social Care Services – 01628 683800, CMHT 01628 640200, CTPLD – CTPLD@rbwm.gov.uk – 01628 670117.
Pension Providers, Solicitors, Support workers and carers.

How long we store your information:

There is no time limit for the period that our records are kept. We have on occasion been asked to provide documents and information from historic clients. We keep all information that might be relevant to relatives of clients who have passed away.

Does your service utilise automate decision making? – No. Our service is based on individual needs and Best Interest decisions.