Data process information for personal assistants

Together for Families Directorate, Cornwall Council, New County Hall, Truro, TR1 3AY, Data Protection Registration Number: Z1745294, are committed to protecting and respecting your privacy.

In your role of personal assistant, you will be employed directly by a family providing support to a child or young person in receipt of direct payments.

As part of the support, advice and guidance from the direct payment service to the family, you should be aware of the following:

- All Disclosure & Barring Service (DBS) applications and DBS Declaration of Criminal Convictions will be processed by Cornwall Council;

- As part of the DBS process your data will be shared with other relevant professionals within Cornwall Council as required as part of this check;

- Data will be held on paper and electronic records and held in a secure environment in accordance with the Together for Families data retention policy after which time it will be destroyed in a secure manner. This may be up to a maximum of 75 years from the date of birth of the direct payment recipient, dependent on their service provision.

No individual record will be created on you as part of this service by Cornwall Council.

For further details please refer to: [www.cornwall.gov.uk/csfprivacynotice](http://www.cornwall.gov.uk/csfprivacynotice)

Alternatively, contact the Personalisation Support Team at: [cypdirectpayments@cornwall.gov.uk](mailto:cypdirectpayments@cornwall.gov.uk)

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