

Privacy Impact Assessment Report



1 PROJECT TITLE

Consortia Commissioning of Children's Residential Care

2 PROJECT DESCRIPTION

Consortia Commissioning of a Framework Agreement for Children's Residential Care led by Southampton City Council.

3 SERVICE AREA

Children's Social Care and Integrated Commissioning Unit

4 PRIVACY RISKS IDENTIFIED

- a) Personal Information will not be secure.
 - i. Once a placement has been selected, there is a risk that the transfer of sensitive personal data will not be secure when passed to the provider, as the transfer of information between the Council and the provider may be done verbally (either by telephone or face-to-face).
- b) Personal Information will not be accurate or up to date
 - i. As the transfer of information between the Council and the provider may be done verbally (either by telephone or face-to-face), there is an increased risk to the accuracy of the data being transferred.

5 PRIVACY RISK SOLUTIONS

- a) Personal Information will not be secure.
 - i. Information should be handled in accordance with the Council's Data Handling and Reporting Incidents Policy, available online (https://staffinfo.southampton.gov.uk/Images/Information%20Security%20-%20Data%20Handling%20and%20Reporting%20Incidents%20Policy%20v1.0_tcm67-385071.pdf).

If sensitive personal information is being transferred verbally, extra care should be taken to ensure that conversations are not overheard by people who do not need to have access to the information.

- b) Personal Information will not be accurate or up to date
 - i. When transferring personal information verbally, extra care should be taken to confirm the details, to ensure the accuracy of the information is maintained.

Other methods of transfer should be explored, and a solution found that ensures that the transfer is both secure and maintains the accuracy of the information.

If verbal disclosures are to be used, guidance should be given to staff to reduce the risk of inaccurate transfers being made.

6 PRIVACY RISK OUTCOMES

- a) Personal Information will not be secure.
 - i. Risk reduced.
- b) Personal Information will not be accurate or up to date
 - i. As the transfer of information between the Council and the provider may be done verbally (either by telephone or face-to-face), there is an increased risk to the accuracy of the data being transferred.

7 COMMENTS AND FURTHER RECOMMENDATIONS

The above recommendations are in addition to the measures already proposed by the service area within the PIA document itself (and related correspondence), which have been deemed adequate on review.