DPIA Project Information

Title:

Strengthening Independence Service (SIS) Transfer from CYPE to ASCH

Project ID:

441

Project Timeframe for Data Collection:

In less than 3 months

DPIA Screening Questions

Question Number	Question	Answer
1	I understand that, by selecting Yes, I am confirming I am the project manager for the project or activity for which this DPIA screening tool is being carried out.	Yes
2	I understand that by ticking this box I am confirming that I have undertaken the Data Protection Essentials training module on delta.	Yes
3	Is this project a change to an existing process, or is it a new processing activity?	New processing activity
4	Has a DPIA for this been previously submitted?	No
5	If a DPIA was submitted - Was legal advice recommended?	No
6	When did the planning stage of this project begin?	10/21/2024
7	Is this screening tool for the use of a surveillance camera, including CCTV, dash cam and body worn cameras?	No
8	If Yes - Is this DPIA a proposal for a new deployment, or the expansion of an existing surveillance system?	
9	Which data protection regime will you be processing under?	UK GDPR Data Protection Act 2018 Part 3
10	Please outline the project including the types of data, software, processors, and how the data will be used	There was a decision made to transfer the 18-25 section of the Strengthening Independence Service (SIS) from the Children Young People and Education directorate to the Adult Social Care and Health directorate from April 2025 including a transfer of workforce in services. Transitions involve facilitating young people's

move from children's services to adult services and typically occur between ages 18 and 25 for those with learning and physical disabilities.

Under the current arrangements the Corporate Director Children, Young People, and Education (DCS) is overseeing a group falling outside their statutory role.

To address this, the proposal is to transfer the statutory functions delivered by the 18-25 section of the Strengthening Independence Service from the Children, Young People and Education (CYPE) Directorate, to the Adult Social Care and Health (ASCH) Directorate meaning young adults will receive support from adult social care to better support them for independence

Staff moving between directorates are engaged and, although this won't materially change the service, external partners will be engaged to make them aware. People who draw on care and support will be engaged and/or consulted with, should there be any proposals to make changes to the service in the future.

Implementation plans are developed to transfer the personnel and systems across the directorates and will ensure the transfer seamlessly integrates with the strategic objectives of the council and both CYPE and ASCH. Young adults who draw on care and support will not see or feel a difference and service continuity will be maintained with plans developed to minimize disruption to service delivery.

To facilitate the changes, HR Oracle will need to be amended for staff and the Strengthening Independence Service (SIS) who currently uses the systems LAS and Liberi will have to transfer over to Mosaic.

It has been agree that although the Strengthening Independence Service (SIS) new structure of reporting to ASCH will be implemented from April. The transfer of dats on LAS and Liberi will not have happened by then so staff will continue to use both Liberi and LAS until Mosaic is ready to go and the data has been

		transferred across. The type of data being transferred Liberi would stay as children under 18 all cliet data from 18-25, need asssessment, plasn, reviews, case wrook, child, name, dob, adress and all demogrpahic of client data This data will be used for case notes of those Young People being supported within the Strengthening Independence Service (SIS) and payments of care packages.
11	Within your project are you planning to:	Use systematic and extensive profiling or automated decision making to make significant decisions about people? Process special category data or criminal offence data on a large scale? Systematically monitor a publicly accessible area on a large scale? Make decisions on someone's access to a service product opportunity or benefit which is based on automated decision making (including profiling), or involves the processing of special category data? Carry out profiling on a large scale? Combine, compare, or match data from multiple sources? Process personal data which could result in a risk of physical harm in the event of a personal data breach?
12	Or are you planning to:	Process biometric data? Process genetic data (other than by a GP or health professional to provide healthcare)? Use innovative technology? Process personal data without providing a privacy notice directly to the individual? Process personal data in a way which involves

		tracking individual's online or offline location or behaviour?
		Carry out evaluation or scoring?
		Carry out systematic monitoring?
		Process sensitive data or data of a highly personal nature?
		Process personal data on a large scale?
		Match or combine datasets?
		Process data concerning vulnerable data subjects?
		Carry out any innovative use of personal data or apply new technological or organisational solutions?
		Carry out any processing which involves preventing data subjects from exercising a right or using a service or contract?
		Carry out automated decision making with legal or significant effects?
13	Additional Information	

DPIA Core Questions

Question Number	Question	Answer
1	What is your project aim?	The aim of this project is to There was a decision made to transfer the 18-25 section of the Strengthening Independence Service (SIS) from the Children Young People and Education directorate to the Adult Social Care and Health directorate from April 2025 including a transfer of workforce in services. Transitions involve facilitating young people's move from children's services to adult services and typically occur between ages 18 and 25 for those with learning and physical disabilities. Under the current arrangements the Corporate Director Children, Young People, and Education (DCS) is overseeing a group falling outside their statutory role. To address this, the proposal is to transfer the statutory functions delivered by the 18-25 section of the Strengthening Independence Service from the Children, Young People and Education (CYPE) Directorate, to the Adult Social Care and Health (ASCH) Directorate meaning young adults will receive support from adult social care to better support them for independence Staff moving between directorates are engaged and, although this won't materially change the service, external partners will be engaged to make them aware. People who draw on care and support will be engaged and/or consulted with, should there be any proposals to make changes to the service in the future. Implementation plans are developed to transfer the personnel and systems across the directorates and will ensure the transfer seamlessly integrates with the strategic objectives of the council and both CYPE and ASCH. Young adults who draw on care and support will not see or feel a difference and service continuity will be maintained with plans developed to minimize disruption to service delivery.

		To facilitate the changes, HR Oracle will need to be amended for staff and the Strengthening Independence Service (SIS) who currently uses the systems LAS and Liberi will have to transfer over to Mosaic. It has been agree that although the Strengthening Independence Service (SIS) new structure of reporting to ASCH will be implemented from April. The transfer of dats on LAS and Liberi will not have happened by then so staff will continue to use both Liberi and LAS until Mosaic is ready to go and the data has been transferred across. The type of data being transferred Liberi would stay as children under 18 all cliet data from 18-25, need asssessment, plasn, reviews, case wrook, child, name, dob, adress and all demogrpahic of client data This data will be used for case notes of those Young People being supported within the Strengthening Independence Service (SIS) and payments of care packages.
2	Are all of the categories of personal data identified in the data question necessary for you to achieve this aim?	
3	What are the categories of data subjects whose data will be processed?	
4	What is the nature of the relationship with the individual?	
5	Are there any other organisations other than KCC who will be involved in this project?	
6	Please name the organisations and their roles.	
7	Tick to confirm which of the following you have in place with the organisations	
8	How will the personal data be collected?	
9	How will the personal data be collected from the individual?	
10	Will the data be shared with:	

11	Do you have a copy of the privacy notice that data subjects will be provided with at the point their data is collected?
12	Does the privacy notice state that data will be shared with your team for the purpose you will be using it for?
13	How will the data be shared with your team securely?
14	What steps will you take to ensure the data you collect and/or use is accurate?
15	In what system(s) will the data be stored?
16	Where are the servers for the system(s) located?
17	What is the current state of technology in this area?
18	How will the security of the data be ensured when it is transferred outside of the UK?
19	How will the security of the data be ensured in transit and at rest?
20	Are there any prior concerns over this type of processing or any security flaws
21	Please tick to confirm the following statement is true:
22	Describe how the personal data will be used to achieve your project aim
23	How long will the data be retained for?
24	Is the same retention period cited in all documentation?
25	At the end of the retention period will the data be:
26	What processes do you have in place to ensure that the retention period is adhered to?
27	Please tick to confirm the following statement is true
28	Is there a KCC privacy notice for this use of personal data?
29	Please link to the draft/ published privacy notice

30	Is there an easy read privacy notice for this use of personal data?
31	How will you ensure data subjects read the privacy notice and understand how their data will be used at the point of data collection?
32	How will you support data subject rights
33	What measures will you put in place to prevent data being used beyond the purposes outlined in your privacy notice?
34	Are there any current issues of public concern that you should factor in?
35	Consultation: Please summarise the responses of data subjects you have consulted with on the topic of this project.
36	Consultation: ICT Compliance and Risk
37	Consultation: Please summarise the Caldicott Guardian's response and any recommendations
38	Consultation : please summarise the responses and recommendations of any other individuals or organisations you have consulted with.
39	Are you signed up to any approved code of conduct or certification scheme?
40	When is the processing of personal data for this project due to begin?

Data Collection

Data Category	Data being Collected
Basic Data	Name Date of birth Email address Telephone/mobile number Address Postcode NHS number Identification number
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Special Category Data	Racial or ethnic origin Religious or philosophical beliefs Physical or mental health Sexual orientation or sex life Genetic or biometric data
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Special Category Data	Racial or ethnic origin Religious or philosophical beliefs Physical or mental health Sexual orientation or sex life

	Genetic or biometric data
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
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Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (UK GDPR)	Criminal Data will be collected
Criminal Offence Data (DPA Part 3)	No data is being collected under this category
Surveillance Camera	No data is being collected under this category

Data Collection Questions

Data Group	Question Number	Question	Answer
Basic Data	1	The Article 6 lawful basis for this processing activity is:	
Basic Data	2	Please outline which element of the project relies on the identified lawful basis	
Special Category Data	1	Please identify the Article 9 basis being relied upon for the processing of special category data	
Special Category Data	2	If you are relying on condition (a) please state which element of the project relies on explicit consent, and outline the process you have for collecting, recording, and withdrawing consent	
Special Category Data	3	If you are relying on condition (b), (h), (i), and/or (j) you must also identify at least one of the additional conditions from Schedule 1, Part 1 of the DPA 2018	
Special Category Data	4	If you are relying on condition (b), (h), (i) and/or (j) you must outline which element of the project relies on this condition	
Special Category Data	5	If you are relying on condition (g) you must identify at least one of the additional conditions from Schedule 1 Part 2 of the DPA 2018	
Special Category Data	6	If you are relying on condition (g) (substantial public interest) you must outline which element of the project relies on this condition	
Special Category Data	7	If you are relying on condition (c), (d), (e), and/or (f) you must outline which element of the project relies on this condition	
Criminal Offence Data (UK GDPR)	1	Where you are processing criminal offence data under the UK GDPR, you must identify at least one of the additional conditions from Schedule 1, Part 3 of the Data Protection Act 2018	