

# Privacy and Security on the ContrOCC Provider Portal

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*Last Updated: 05<sup>th</sup> June 2020*

## Privacy

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Information provided by you or your organisation about you is only available to authorised users within the council. Your personal data may be shared with our providers.

Your personal data may also be shared with regulatory and statutory bodies who assess council performance and financial spend, as well as where required by law, such as to prevent and detect crime or fraudulent activity.

Actions taken while logged into the ContrOCC Provider Portal (e.g. viewing reports) are logged for monitoring purposes. Searches are also logged anonymously to help the council monitor service demand.

The details collected will be: name, email address, and security role assigned. Access to the system will only be granted on receipt of this information; and, therefore, failure to provide this information will mean that you will not be given access to the system.

Any operational issues or queries regarding the system should be directed to:

[brokeragesystems@gloucestershire.gov.uk](mailto:brokeragesystems@gloucestershire.gov.uk)

The Council's Data Protection Officer can be contacted at:

[DPO@gloucestershire.gov.uk](mailto:DPO@gloucestershire.gov.uk)

Information Management Service  
Gloucestershire County Council  
Shire Hall, Westgate Street  
Gloucester, GL1 2TG

For more information please refer to the Adult Social Care privacy notice at <https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/service-specific-privacy-notice/>.

## Security

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All sensitive transactions on the ContrOCC Provider Portal are performed using the HTTPS protocol, which encrypts the data passing between your browser and the ContrOCC Provider Portal server. The identity of the server is guaranteed by a trusted certificate identifying the site to your browser.

The ContrOCC Provider Portal website should function with any recent browser. To better protect your security when using the internet, we recommend that you upgrade your browser to the latest version available and check regularly for security updates.

## Cookies

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Two cookies (small text files that are stored on your computer by your browser) are required for the operation of this site – they are described below.

### Managing your current visit

- **Name:** ASP.NET\_SessionId
- **Purpose:** Stores a session ID to allow the site to recognise requests from your browser so that, for example, the choices you make on one page are remembered on the next.
- **Data stored by cookie:** A generated session identifier.
- **Duration of cookie:** Expires at the end of the session (when you close your browser).
- **More information:** Without this cookie, much of the website's functionality would be impaired, such as searching, filtering results and navigation.

### Logging in to the secure area

- **Name:** validPSuser
- **Purpose:** Records that you have successfully logged in with your Provider Portal account and are allowed to access the secure area.
- **Data stored by cookie:** An encrypted authentication key.
- **Duration of cookie:** Expires at the end of the session (when you close your browser) or when you log out.
- **More information:** Without this cookie you would not be able to log in to the website.

**By logging in to the Provider Portal you confirm to abide by the terms of use of the system.**