

## **PRIVACY NOTICE – CHILDREN AND FAMILY SERVICES SOCIAL CARE AND EARLY INTERVENTION REFERRALS (ICART)**

### **Who is the Data Controller for the information I provide?**

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to [Peter.Richmond@halton.gcsx.gov.uk](mailto:Peter.Richmond@halton.gcsx.gov.uk).

We collect and hold information about you in order to understand your family composition and support needs.

### **Why do you need my information?**

Your information is needed to enable us to identify the level of support that you may require. The support may consist of signposting to other agencies and/or referral to children's social care depending on the level of risk.

### **What legal basis allows you to use my information?**

The lawful basis used to process your personal data initially is 'Consent' and depending upon the outcome of the screening process potentially may lead to the lawful basis being 'Public Task' (to carry out its public functions and powers that are set out in law, ie childcare services covered by the Children Act 1989 and 2004).

The lawful basis used to process special category data (ethnicity, religion, data concerning health) is

- 1) Consent - you have given explicit consent to the processing of your personal data for one or more specified purposes; and/or
- (2) the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of Halton Borough Council and/or you and your family in the field of social care law.

### **Do I have to provide this information and what will happen if I don't?**

If you do not provide the required information it will be not be possible to determine your level of need and possible support that can be provided to you and your family.

### **Who will my information be shared with?**

Potentially your individual information could be shared with other agencies that provide support to Halton families. These generally consist of pre schools, schools, academies, colleges, Police, health services, voluntary services that work with families, housing associations, emergency services and other Council services.

### **How long will you keep this information for and why?**

The information provided for the processes outlined above are retained in line with the Council's Retention Policy and Schedule which states data retention for children's social care is 100 years.

**How will my information be stored?**

Your information will be stored electronically in a secure environment meeting data protection requirements

**Will this information be used to take automated decisions about me? Yes/No**

No

**Will my data be transferred abroad and why? Yes/No**

No

**What rights do I have when it comes to my data?**

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to object to processing (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

**Source of data**

In some cases information about you and your family may be collected from other agencies as indicated above

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: [www.ico.org.uk](http://www.ico.org.uk)