

PRIVACY NOTICE – CHILDREN AND FAMILY SERVICES – CHILDREN’S CENTRES

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.

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 for a number of reasons.

- 1 On completing a registration form we will send you out a welcome letter.
- 2 If you attend a group/activity or service and have consented to register at a group, and not previously registered we will follow up with a registration letter and form.
- 3 So we can monitor attendance in all our groups and sessions that we run.
- 4 Produce performance reports about the activities that take place in the centre.
- 5 If we offer you support through our Early Help Team, we will 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.
- 6 We will record the work we have undertaken with you on your record.
- 7 We may need to contact you to cancel a group or session you are booked on.
- 8 We will contact you to keep you up to date on services relating to the children’s centres, such as new group.
- 9 All crèche paper work/registration forms will be used to inform the needs of your child while attending crèche and staff will produce an All About Me profile at the end of crèche period to give to parents.

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, i.e. 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 access children’s centre activities, such as stay and play, or if you require some extra support, we will be unable to determine your level of need and possible support that can be provided to you and your family.

Once registered with the children’s centres, if you wish to withdraw your consent you must contact your local childrens centre Principal Manager, details can be found at <http://www.halton.gov.uk/childrenscentres> .

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, Police, health services, voluntary services that work with families, housing associations, emergency services and other Council services. We will unless a safeguarding issue always seek additional verbal consent to share your information with other agencies.

How long will you keep this information for and why? The information provided for the processes outlined above are retained until your child starts secondary school. This is so we can track progress of those that may have benefited from our services.

Crèche registration information will only be kept for the period of time your child is in the crèche provision. Information will be disposed of securely.

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?

No

Will my data be transferred abroad?

No

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

Right to be informed about the uses of your data through this Privacy Notice

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

Right to erasure – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

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

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

Halton Children's Centres

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