

## **Children and Family Services Privacy Notice**

### **Introduction**

This privacy notice explains how the Council uses your data to provide early help and social care services for children and their families. These range from the statutory services provided to our looked after children and those on a child protection plan to those providing non-statutory early help and support to promote child wellbeing.

### **Who will be using your data?**

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf (e.g. suppliers of business systems such as our Business Management System).

### **What personal data do we use?**

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Images
- NHS number
- NI number
- Address
- Social Care ID
- Employment and education information
- Family details
- Housing needs
- Parent/carer details
- Emergency contacts
- Personal appearance and behaviour
- Lifestyle and social circumstances
- Case file information
- Information you place on social media (e.g. Facebook)

### **What types of special category personal data do we need from you?**

- Racial or ethnic origin
- Physical and mental health details

- Data concerning sex life or sexual orientation
- Religious, philosophical, or other beliefs of a similar nature

We also process data about criminal convictions, criminal offences, or related security measures.

### **Why do we use your data?**

- For service delivery
- For service planning, training and improvement
- To prevent and detect crime or fraud

### **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal basis for processing your special category personal data is that it is necessary for the provision and management of health or social care services, and/or there is substantial public interest and/or it is necessary to protect the vital interests of the data subject or another person.

Our legal basis for processing data about criminal convictions, criminal offences or related security measures to protect children from harm and provide necessary support. This is necessitated as part of a task carried out in the public interest under the official authority of the Council.

The legal basis is also supported by (but not limited to):

- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Children and Social Work Act 2008
- Education Act 2002
- Children and Social Work Act 2017
- Digital Economy Act 2017
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018

### **Who may we share your data with or receive it from?**

We consider it good practice to ask for your agreement to us sharing or obtaining you or your family's data from third parties. However, there will be occasions, typically related to safeguarding, when the County Council will need to exercise its powers and duties to share information regardless of whether you or your family have given your agreement to the sharing. Your data may be shared with or received from the following third parties:

- NHS agencies ( GPs and Hospitals)

- Nottingham and Nottinghamshire Integrated Care Board's GP Repository for Clinical Care
- Health organisations (Healthcare Trusts)
- Welfare organisations
- Care Providers
- Residential care providers
- Service Providers
- Schools & Academies
- Education providers
- Government organisations (local and national)
- The Police
- Prisons and probation services
- Courts
- Housing associations
- Fire & Rescue services
- Other customers and service users
- Family Members
- Carers and Guardians
- Regulators
- Schools, colleges, and other educational providers
- Public Health England
- Adult social care services
- Housing services
- Prison Service
- Probation Service
- Children's homes
- The secure estate for children
- Youth Offending Teams
- UK Visas and Immigration, Immigration Enforcement and the Border Force
- Children and Family Court Advisory and Support Service
- Armed Services
- Multi-Agency Public Protection Arrangements
- Voluntary, charity, social enterprise, faith-based organisations and private sectors
- Sports Clubs/Organisations

Some partner organisations have direct access to the Council's social care case management system (Mosaic). This currently includes a limited number of staff in schools, health, and voluntary and community organisations such as the Children's Society. This is to enable the effective sharing of information between agencies in the interests of promoting the safeguarding and wellbeing of children. The Council has implemented appropriate mechanisms to ensure that any such partner access is necessary, controlled and takes place in accordance with data protection principles.

### **May personal data be transferred overseas?**

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

### **How long is your data kept for?**

This information is held in accordance with the Council's retention schedule – see [here](#).

### **What will happen if you do not provide or we cannot obtain the data needed?**

We could not undertake our statutory obligations of safeguarding and promoting child welfare. We would also not be able to undertake assessments and provide the support that helps children and families to achieve beneficial change.

### **Does the service make decisions using fully automated processes?**

No.

### **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

### **Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

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

Or

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford

Nottingham  
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

**Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

[www.ico.org.uk](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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