



## Privacy Notice Short Breaks and Autism Support

We are committed to making sure that information is kept safe, stored securely and can only be used by the people who need it to enable us to offer your family the support and services that you require.

The safety and well-being of all our service users is of paramount importance to us. We adhere to Cumbria Local Safeguarding Children's Board (LSCB) safeguarding policies and guidelines and will at all times take action to ensure that children, young people and families are kept safe from harm. For further information, see Cumbria LSCB Guidelines at [www.cumbrialscb.com](http://www.cumbrialscb.com)

We recognise that families' needs change over time and sometimes extra help and support is needed. If you or someone who works with your child feels that he or she would benefit from extra support, an Early Help Assessment may be used. This is a separate process and will only be initiated with your agreement.

### **What information does the council collect about me?**

Mencap and West House, working on behalf of Cumbria County Council's Children and Families Service, offer a range of activities for children with learning difficulties and support for families.

This may include play and learning opportunities, plus information and support for children, parents carers and parents to be. If you wish to use the facilities of a Short Break Centre or Request support as a parent or carer with a child who has autism in Cumbria you will be asked to complete a Registration Form.

When you register you will be asked for the following 'personal data'

- your name,
- date of birth,
- contact details including postal or email address

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- information about your race or ethnicity,
- whether or not you have any additional needs.

We will record which activities and services you and your family attend and how we have supported you.

## How is your personal data collected?

Details of your Registration and activities attended/support services offered will be recorded directly on a secure Cumbria County Council database by authorised personnel within Mencap and West House and a number of authorised people within Children and Families Service will have access to this information when there is a valid reason for them to do so.

## Why do I need to complete a Registration Form?

Cumbria Children and Families Services keep a record of how many children, young people and families our services are reaching, and how services are helping the people that use them. This enables us to see whether the money that we are investing is being well spent and is contributing to people's lives in a positive way.

## Data Sharing

The information you supply will be kept on a secure Cumbria County Council database and can be accessed by a number of authorised people within the Children and families Services. This will include Children's Centre staff and professionals who are working with your family, where there is a valid reason for them to do so.

Your personal information will be deleted in accordance with our data retention policies.

## How will we use information about you?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- **GDPR Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below), and

- **GDPR Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Relevant Legislation

- Care Planning, Placement and Case Review Regulations 2010
- Children's Act 1989
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Children, Schools and Families Act 2010
- Education Act 2011

## Data Security

All of the information you give us will be kept safe and secure whether it is written or on a computer system. We will treat any personal information confidentially and will comply with the Data Protection Act 1998. This means that, if we keep any of your personal data we must:

- Tell you what information we need to collect from you
- Only use the information for the reason we have agreed with you
- Not ask for more information than we need to provide the services
- Let you see any information we have collected about you, on request
- Keep the information safe, secure and confidential
- Personal information will be deleted in accordance with our data retention policy

## Other Important Information

West House Privacy Notice – [link to](#)

Mencap Privacy Notice – [link to](#)

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