



## Privacy Notice

### Children in Need/ Children Looked After/ Child Protection/Care Leavers

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)

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

If as a result of a referral your child needs a Social Care intervention you will be asked to provide the following 'personal data':

- Your/your child/childrens' 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:

- ethnicity,
- gender
- disability
- nationality

- information relating to episodes of being Child in Need/Section 47/Child Protection
- Information relating to episodes of being Child Looked After including health and dental assessments
- Information relating to Adoptions including key court order dates and decisions
- Information relating to Care leavers including activities and accommodation

## How is your personal data collected?

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will explain what information you have to provide and what is voluntary.

## Data Sharing

Cumbria County Council holds personal data about our children in care or those children to whom we provide services and use this data to:

- Support children and monitor their progress
- Provide appropriate support and pastoral care, and
- Assess how well the Local Authority as a whole is performing
- Evaluate and improve policies on children's social care
- Share information with the Department for Education

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 professionals who are working with your family, where there is a valid reason for them to do so.

Your personal information will be deleted, if appropriate, 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**

- Children's Act 2004
- Section 83 Children's Act 1989
- Children's Act 2010
- Children and Social Work Act 2017
- Section 7 of the Young People's Act 2008
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **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**

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

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