



## Privacy Notice

### Cumbria Information, Advice and Guidance (CIAG)

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/young person 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?**

When you register with a Inspira (working on behalf of Cumbria County Council), you will be asked for the following 'personal data':

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

They 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.

They will record which activities and services you have attended/accessed and how they have supported you.

## How is your personal data collected?

Inspira offer a range of activities/opportunities with a focus on providing information advice and guidance for young people, carers and parents to be. If you wish to use the services of Inspira in Cumbria you will be asked to complete a Registration Form.

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

Inspira, working on behalf of Cumbria County Council's Children and Families Service, offer a range of advice and support to targeted vulnerable young people:

- appropriate, independent and timely Careers, Information, Advice and Guidance to enable young people to participate;
- the tracking and recording of young people's activity, including the September guarantee at ages 16 and 17 and subsequent improved understanding of the provision landscape;
- The provision of CCIS reports for the Department for Education (DfE) and the County Council.

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 Inspira database and securely transferred to a Cumbria County Council database securely, and can be accessed by a number of authorised people within the Children and families Services. This will include Inspira staff and professionals who are working with you, 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

- Education and Skills Act 2008 and Education Act 2011
- Apprenticeships, Skills, Children and Learning Act 2009
- Child Poverty Act 2010
- Childcare Act 2006
- Children and Families Act 2014
- Equality Act 2010
- Education and Inspections Act 2006
- Social Value Act 2012

### Data Security

All of the information you give Inspira and Cumbria County Council 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

Inspira publish their Privacy Notice and can be found at <https://www.inspira.org.uk/privacy-policy>

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