

Supporting Families Privacy Notice

Who is the data controller for the information I provide?

Halton Borough Council is the data controller for the information that you provide. Halton Borough Children Service is committed to protecting your personal information.

Why we collect your data

Halton Early Help provide a wide range of preventative and advisory services and each will rely on a legal basis for us to collect, share and retain your information. It is very important that we are able to plan, monitor and realign our delivery of services to meet the needs of Halton's children and families. To do this, we carefully and responsibly use the information we collect. Where personal information is used for statistical purposes we will ensure it is anonymised.

In certain cases, such as safeguarding inquiries and criminal investigations we are legally obliged to provide information to the police. However we have procedures in place that allows this to be carried out in a secure and confidential manner.

What is the legal basis for collecting and processing this data?

All organisations must provide a legal basis for processing your information. In most cases this is found in the new data laws of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. For the Supporting Families programme we may use the any of the following as a legal basis for processing your personal information is:

- Police and Criminal Evidence Act 1984
- The Children Act 1989
- The Crime and Disorder Act 1998
- Immigration and Asylum Act 1999
- Local Government Act 2000
- The Children (Leaving Care) Act 2000
- The Education Act 2002
- Criminal Justice Act 2002
- Sexual Offences Act 2003
- The Children Act 2004
- The NHS Act 2006
- Education and Skills Act 2008
- The Localism Act 2011
- The Children's and Families Act 2014
- Special Educational Needs and Disability Regulations Act 2014
- The Digital Economy Act 2017

Information we may collect

The categories of information that we collect, process, hold and share include:

- Name.
- Address.
- Date of birth.
- Gender.
- Ethnicity.
- Family member details.
- Social care assessments.
- Risk assessments.
- Schools attended.
- Behaviour and attendance data.
- SEN needs.
- Unique pupil numbers.
- Benefit information
- Intervention status.
- Reasons for referral.

We may also collect information for authorised partner agencies in order to assist us in providing you with your services.

Who will your information be shared with?

Halton Children Services work with a number of approved partner agencies and may be required to share your information with them in order to provide you with the services you require. In all cases we will ensure this is done in a secure manner, and the information only accessed by those staff authorised.

These partners will also include organisations that we commission to provide children's care and support. As they are delivering a service on our behalf these organisations must keep your details safe and secure, and as the data controller we will make sure that they comply with our required information sharing standards and protocols. We may share personal information about you with the following types of organisations:

Health, Social Services, Housing Services and Providers, Police and Fire Services, Domestic Abuse Services, Substance Misuse Services, Young Peoples Services, Probation, Youth Justice Service, Health Visiting and School Nursing Services, Education Services, the Department for Work & Pensions, the Department of Levelling Up, Housing and Communities.

How long will you keep this information for?

We will only keep your information for as long as it is required to deliver the services that we provide. To comply with the national Supporting Families programme, we are required to retain information from the commencement of the programme in 2014 until 2025.

How will my information be stored?

Your information will be stored securely on our computer databases. Access to these databases will be restricted to those who are entitled to view and process your data.

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

Right to be informed – 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 data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right to object to processing (to certain types of processing only)

Rights related to automated decision making and profiling.

Right of Access - you have the right under the Data Protection Act (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