



# HILLINGDON

LONDON

## DATA PROTECTION PRIVACY NOTICE FOR CHILDREN'S SERVICES

### Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ('personal data') which it needs to process for the purpose of providing the following service **CHILDREN'S SERVICES**. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy).

### What personal data do we hold

The amount and detail of information we collect will vary depending on the complexity of your circumstances and what we may need to understand to support you.

We will collect the personal data about you in order to help us deliver the right service. The personal data we will collect includes:

- Name, date of birth, address and contact details
- Unique identifiers such as national insurance number, NHS number and unique pupil reference number
- Information regarding your social and or economic status
- Family history
- Employment information
- National curriculum assessment results for children
- School attendance/exclusion information
- Photographs and CCTV footage

We may also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation, income and political affiliations.
- Information about your physical and mental health, such as any medical conditions, special educational needs or disabilities.

- Information about alleged and prosecuted criminal convictions and offences, including information from the Disclosure and Barring Service and Multi Agency Public Protection Arrangements.
- Information about victims of domestic abuse from Independent Domestic Abuse Advisers and Multi Agency Risk Assessment Conferences.

We obtain some of this data directly from you and we may also obtain it from other sources. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources. The collection of this data will be carried out in line with the current legislation.

We will also let you know the recipients or categories of recipients of the personal data, if any.

This information is collected in a number of ways:

- Provided to us directly by you when you sign up to use a service we are providing
- Provided by another professional organisation involved in the provision of services
- Provided to us by members of the public, sometimes anonymously
- Provided by another professional organisation to allow the research and intelligence necessary to London Borough of Hillingdon performing its statutory functions

Professional organisations may include other public sector bodies such as health, police services, schools, His Majesty's Court and Tribunal Services, probation services, prison services and other local authorities. We may also receive information from government bodies and regulators such as the OFSTED, Department for Education and His Majesty's Revenue and Customs.

### **What is our purpose for processing your personal data**

We collect and use personal data about you in order to deliver services that meet our wide ranging responsibilities in respect of children and young people. We will only use your personal data where the law allows and we will not collect any personal data that we do not need in order to provide these services. These services include, but are not limited to:

- Social care services for vulnerable children and young people in need of services, children at risk of significant harm and children in care, including safeguarding standards, fostering and adoption services
- Enhanced and preventative services (e.g. Stronger Families and SEND Advisory)
- Specialist services for children and families who may have vulnerable or higher levels of need such as special education needs or who are at risk of youth offending
- Support for young carers
- Children's health 0-19 services
- Provision of education within maintained schools
- Provision of services to educational settings to promote high standards and improvements in effectiveness
- Leading managing and developing quality early years and childcare services

- Planning, reviewing and organising early years places, childcare places and school places
- Admissions to school and home-to-school transport
- Recording and monitoring performance and progress of children and young people
- Post-16 learning provision
- Collecting, processing and administering statutory data including census returns and end of key stage assessments
- Monitoring how well services are meeting needs and obtaining additional funding in order to deliver services that meet those needs
- Improving service planning and exploring options for integrated commissioning with other public sector partners
- Support to disabled children
- Support to care leavers up to age 25 (including health and education).
- Support to unaccompanied minors and asylum seeking children, including the National Transfer Scheme.
- Prevention of and intervention in domestic and international radicalisation and extremism Disruption of organised youth violence, modern slavery and child sexual exploitation.

Further detailed information about the way these services use personal data may be provided at the time that you engage with the service.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

### **What is the legal basis for our use of your personal data**

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time
- We need it in order to perform a contract between the Council and yourself
- We need it to comply with a legal obligation
- We need to protect the vital interests of a person
- We need it to perform a task in the public interest

### **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal

with any questions or complaints about the service which we provide to you, unless we need to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Details of the retention periods for children's services are included in the Council's Record of Processing.

### **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

We will only share information when it is necessary to do so and in accordance with the law.

Where necessary we may share personal data relating to children and alleged perpetrators in order to deal with serious matters such as child sexual exploitation, serious youth violence, radicalisation or female genital mutilation.

We may share personal data with the following categories of recipients:

- Healthcare, Educational, social and welfare organisations and professionals
- Providers of goods and services (including foster carers, residential placements, etc).
- Financial organisations, including debt collection, tracing and credit referencing agencies
- Elected members
- Local and central government
- Ombudsman and regulatory authorities
- Professional advisors and consultants
- Police forces, other law enforcement and prosecuting authorities
- Voluntary and charitable organisations
- Disclosure and Barring Service
- Courts and tribunals
- National Transfer Scheme and UKBA

### **What happens if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some

circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact the Statutory Data Protection Officer. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

### **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

### **Statutory Data Protection Officer**

You may also contact our data protection officer for further information:

Data Protection Officer  
Legal Services  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW

Email: [DPO@hillington.gov.uk](mailto:DPO@hillington.gov.uk)