

Privacy Notice for Bolton Children Safeguarding Board

**DATE: June 2018
V1.0**



Bolton Children Safeguarding Board

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Children Safeguarding Board
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to the Children Safeguarding Board
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Purpose(s)

We collect your personal information for the following purpose(s):

Bolton Safeguarding Children Board meets its duty to safeguard children and provide support to those children in need meeting the requirements of the Children's Acts 2004, Working Together to Safeguard Children 2015 and The Local Safeguarding Children Boards Regulations 2006.

The Board is required to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and ensure the effectiveness of what is done by each such person or body for those purposes.

Categories of personal data

In order to carry out these purposes we collect and obtain:

Personal data of children who are considered to be the victim of abuse or neglect, their families and significant others.

Personal data on the subject of an allegation against a child who is alleged to have abused or neglected that child, their families and significant others.

Personal data on a child who has died, their families and significant others.

Legal basis for processing

The legal basis for processing your personal information is:

- You or your legal representatives have given clear consent for us to process your personal data for a specific purpose.
- It is needed to protect your interests (or someone else's interests) and you may not be capable of giving your consent
- We have a statutory duty pursuant to the Children's Acts 1989/2004 to safeguard and provide support to children

If you fail to provide certain information when requested, we may not be able to perform the services required or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may share and receive personal information about you with the following types of organisations:

Statutory and non-statutory partners of Bolton Safeguarding Children Board, other local authorities and their partners, children and their parents, carers or significant others and any other body as deemed necessary to fulfil statutory functions

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.