

**July 2018  
V 2.0**

## **Privacy Notice for Children's Social Care**



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## **Children's Social Care**

Our core data protection obligations and commitments are set out in the council's **primary privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)**

This notice provides additional privacy information for:

- People accessing the Children's Social Care services
- Partners working with Bolton Council

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

- In relation to Children's Safeguarding
- 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):

- To ensure the Safeguarding Service meets its duty to safeguard children and provide support to those children in need meeting the requirements of the Children's Acts 1989/2004.
- To work with children subject to child protection plans care proceedings and those children whose welfare is compromised at child action level.
- To provide assessment, intervention and support for children and families involved in the service.
- To assess children and their needs who may be at risk of harm or significant harm
- To provide support for children who may be at risk of harm or significant harm.
- To meet the needs of looked after children and care leavers
- Research and analysis which is then used to plan new services and commission new services
- Ensure compliance with safeguarding children policies and procedures
- Completion of statutory government returns around children's social care

## Categories of personal data

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

- Basic details such as name, address, telephone number and date of birth
- Ethnicity and language(s) spoken – special category data
- Religion – special category data
- Criminal convictions and offences – special category data
- Reason for referral – special category data
- Involvement with other services – special category data
- Health – special category data
- Sexual orientation – special category data

More specifically, we may collect and hold:

- details about your needs in all areas of your life (e.g. your care and unmet needs)
- details of family relationships in and outside of your household and names and contact details of your close relatives and or carers
- details of any other services you are receiving
- information used to assess your situation, such as assessments and reports
- Information that other organisations (such as health or schools) tell us to help us understand your situation and needs and co-ordinate your care services more effectively.
- notes of any visits or contact you have made or we have made with you.
- Your legal status

If you fail to provide certain information when requested we may be prevented from complying with our legal obligations.

## 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

## Information sharing/recipients

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

- Teams within Bolton Council in order to provide our services to you
- Health services (e.g. Bolton Foundation Trust, GMMH, Bolton CCG)
- Other Local Authorities
- Government agencies
- Families, other professional agencies including health and education bodies.
- Greater Manchester Police
- Organisations involved in the safeguarding and support of children and families e.g. schools and NHS organisations
- Organisations providing care and support to looked after children and care leavers including fostering and adoption agencies
- Other professional agencies to establish whether the necessary safeguarding controls and support are in place
- Organisations we may commission to do business on our behalf

## Your NHS Number

Local health and social care services are working together to improve how your information is shared to support the decisions they make about your care. We ask for your NHS Number as it helps to uniquely identify you when sharing information between health and social care.

For more information please visit the [Bolton Care Record website](#).

## Automated Decisions

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](mailto: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