



Privacy Notice – Children & Young People’s Social Care

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected.

Why Do You Need My Information?

The information you provide helps us to support you and your family and meet our legal responsibilities, for example as part of an assessment of educational, social care or family support needs.

What Allows You To Use My Information?

The Council use the following legal basis for processing your personal information in line with the General Data Protection Legislation:-

Article 6 (1) (c) **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

In certain circumstances we may also use:

Article 6 (1) (e) **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

and if there is no other appropriate basis to use

Article 6 (1) (a) **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

For processing of special category data we will use

Article 9 (h) **Health or social care** (with a basis in law)

Article 9 (g) **Reasons of substantial public interest** (with a basis in law)

We use the information to:

- Provide appropriate support and care to children and families;
- Assess whether our services are making a difference
- Develop and improve services, including measuring how well the Council as a whole is doing
- Administer and protect public funds

The statutes that underpin the above legal basis and condition are:

- Education Act 1996
- Children and Families Act 2014
- Children Act 1989
- Education and Inspection Act 2011

- Education and Skills Act 2008
- Working together to Safeguard Children 2015 – Statutory Guidance
- Children and Social Work Act 2017
- Adoption and Children’s Act 2002
- Foster Services Regulations 2011 – Statutory Guidance
- The Care Standards Act 2000
- Securing Sufficient Accommodation for Looked Children – Statutory Guidance
- Crime and Disorder Act 1998
- Equalities Act 2010

What Type of Information Will Be Processed?

In the course of providing specialist support for a child, young person and their family we collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, date of birth, gender)
- Special category characteristics (such as ethnicity, disability, mental health status, and drug and alcohol use)
- Personal identifiers (including NHS numbers)
- Details of family relationships, including those of extended family and friends
- Reasons for support (such as what is working well and what you are worried about)
- Assessment and plan information for children in need (such as further details of your issues and challenges, and how we are going to work together to bring about the changes required)
- Information gathered during child protection processes (during Section 47 enquiries/investigations and Child Protection Conferences)
- Episodes of being looked after (such as important dates and information on placements) and information gathered during these episodes (such as reviews)
- Outcomes for looked after children, such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and personal education plans
- Adoption information, including dates of court orders and decisions and information relating to post-adoption support provided
- Information on care leavers, including their education and employment status and the type of accommodation they are living in

We also obtain personal information from the following other sources:

- Details of any young person reported missing from home, from the Police
- Referral and involvement information from partner organisations
- Attendance and exclusion information (such as sessions attended, number of absences, reasons, details to support statutory processes) pupil characteristics, and unique pupil number, from your child’s school
- Information from commissioned providers of social care services
- Court decisions relating to our statutory legal duties

- Details of any child or young person in care placed in Warrington by other local authorities.

Who Will My Information Be Shared With?

This is not an exhaustive list, so could include other agencies relevant to you or your families' circumstances.

- Teams within Warrington working to improve outcomes for children and young people
- Providers of social care services, such as foster carers, short breaks etc
- Commissioned providers of local authority services (such as Independent Foster Care Agencies, Children's Homes, Semi-Independent accommodation Providers, Supported Lodgings Providers, Residential Special Schools and Secure accommodation). Where services are commissioned, the provider would be a processor of information and also be a controller in their own right, where they collect information for their own purpose.
- Schools
- Partner organisations, where necessary, which may include health visitors, midwives, housing providers, police, school nurses, doctors and mental health workers
- Government departments including the Department of Education, Department of Work and Pensions, and the Home Office
- Her Majesty's Courts and Tribunal Service
- Ofsted (in the event of a local authority inspection of children's services)
- We will share personal information with law enforcement or other authorities if required by applicable law.

Do I Have To Provide This Information And What Will Happen If I Don't?

Where we process your data under legal obligation, it means the Council is obliged to process your data in order to comply with legislation. We will inform you through privacy notices and conversations how we will use your information.

We will need your information in order to:-

- safeguard and support children, and to monitor their progress
- enable integrated working with other teams and organisations to ensure you receive the right support at the right time
- plan and provide the most appropriate level of support to you and your family
- support you to access relevant support and advice, services and groups, including supporting parents with parenting and with their drug and alcohol use
- prepare information for the courts as required
- analyse service provision and effectiveness, and model patterns of service involvement to support future service delivery planning (see the pupil Information privacy notice for more details)
- undertake our statutory duties to refer young people and families as required to local housing authorities to reduce homelessness

How Long Will You Keep This Data For And Why?

Your information will only be held for as long as necessary to achieve the relevant purpose unless we are legally required to retain it for a specific period of time. It will only be held for the periods stated in our Record Retention Schedule, after which it will be destroyed.

How Will My Information Be Stored?

The information will be stored on secure databases held by Warrington Borough Council.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (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, please look at our webpage on [Access your information | warrington.gov.uk](https://www.warrington.gov.uk/access-your-information)

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Where we rely on your consent to process your personal information and have informed you that this is the legal basis, you can withdraw your consent to our use of your data at any time. However if we are processing your data under legal obligation or public task, this right does not apply.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your

concerns.

If you then wish to make a complaint then please contact us using one of the methods below:
Use the [online complaints form](#).

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH
- Visit us at: Contact Warrington, 1 Time Square, Warrington, WA1 2NT

Please include your contact details, so that we can reply to you, and also tell us what you would like the council to do as a result of your complaint.

Complaints can be withdrawn at any time, by email, letter, in person or by someone acting for you.

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/>

Will This Information Be Used To Take Automated Decisions About Me?

No, the information will not be used to make automated decisions about yourself

Will My Data Be Transferred Abroad and Why?

The Council does not routinely transfer your information abroad, but in certain circumstances we could need to. For example, sending information to family members who may live in another country.

Supporting Information

The Council has a number of other specific privacy notices in place relating to children's services which are available on the Council's web page here:- <https://www.warrington.gov.uk/privacy-policy>