

Nottinghamshire County Council Children's Centre Service

Privacy Notice

Introduction

This privacy notice explains how Nottinghamshire County Council's Children's Centre Service collects and uses personal data for the purposes of providing Children's Centre services and activities for children under the age of 5 and their families.

The Children's Centre Service collects data about you and your child to help the council understand if the following service outcomes have been achieved:

- a) Children's needs are identified early, and risk of harm is prevented
- b) Children achieve a good level of development, are ready for school
- c) Parents are job ready and economically active, with increased aspiration for themselves and their children
- d) Improved health and wellbeing of children and parents.

Services and activities provided by the Children's Centre Service include parenting support and advice, educational activities for children, volunteering opportunities for parents, and support and health and wellbeing activities. More detail is available on our webpage (add later). We also hold data about individuals working for the service.

This notice applies to the information we collect about:

- People who are referred to us by other persons, agencies, organisations.
- People who contact us with an enquiry or complaint.
- People who participate in publicity for the County Council.
- People who register for and use our Children's Centre Service.
- Visitors to our webpages and Children's Centre Facebook pages.
- Organisations that sign up to our email mailing lists.
- Job applicants and our current and former employees.

What is personal data?

Personal data means any information that can identify a person. The person is known as a data subject. Examples of personal information include your name, address, date of birth, next of kin and GP.

What personal data do we use?

Personal data means any data which can be used to identify an individual (such as name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to an individual). The following types of personal data may be used:

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Sexual Orientation
- Employment status
- Images
- NHS number
- Other ID numbers
- Postal address
- Email address
- Employment and education information
- Parent/carer details
- Emergency contacts
- Personal or professional opinions about an individual
- Family details
- Housing needs
- Lifestyle and social circumstances

What types of special category personal data do we need from you?

- Physical and mental health details
- Religious, philosophical or other beliefs of a similar nature
- Sexual Orientation
- Racial or ethnic origin

We also process data about criminal convictions, criminal offences or related security measures.

Why do we use your data?

For service delivery including:

- Providing support for expectant parents and families with young children.
- Enabling children to learn, develop and be ready for school.
- Monitor children's development and report progress of children.
- Give the best possible service to children and families.
- Ensure children and families are safe from harm.
- Ensure that children and families are supported effectively.
- Support parents and carers to be ready for work.
- Equip parents with the skills they need to bring up a happy, healthy family.
- Understand the issues and challenges facing children and families to enable us to better support children achieve their potential.
- Ensure that children and families are referred to other services where additional help is needed.
- Support children's teaching and learning;
- Monitor and report progress of children.

For service planning and improvement including:

- Assess how well The Children's Centre Service is performing.
- Assess how well the Children's Centre Service is performing in relation to targets and service delivery.
- To understand where there are gaps in service provision.
- To evidence value for money and cost effectiveness of the Children's Centre Service.
- To understand which services and activities are most/least successful in engaging parents and children.

For research purposes including:

- Feedback from parents, carers, professionals and staff.
- Collection, review and analysis of performance data.
- Joint work with educational or research establishments to measure the impact of the service and/or gaining a better understanding of the issues facing expectant parents, children and families.

For marketing purpose including:

- Review of Facebook pages, other social media presence and the council's Children's Centre webpages.
- Visitors to our webpages and Children's Centre Facebook pages.
- Use of quotes submitted and images taken of local children and families for publicity purposes once parents sign a marketing consent form.
- Details of organisations who sign up to our email mailing lists.

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority. For the purposes of using your data for marketing and promotional activity, our legal basis is consent.

Our legal statutory duties include the need to protect children from harm, and to ensure that there are sufficient Children's Centre Services.

Our legal basis for processing your special category personal data is that it is necessary for the provision and management of health or social care services or there is significant public interest.

Who may we share your data with or receive it from?

- NHS agencies (GPs, Hospitals, Community Healthcare Trusts)
- Department for Education
- Welfare organisations
- Voluntary and charitable organisations
- Care Providers
- Service Providers
- Schools & Academies
- Early Years providers
- Education providers
- Government organisations
- The Police
- Probation and the Ministry of Justice
- Family Members
- Parents and Carers
- Regulators
- The Disclosure and Barring Service

- Religious organisations

May personal data be transferred overseas?

- In some circumstances we may need to transfer personal data (including sensitive personal data) to other organisations who are based overseas, including countries which are outside the European Economic Area. When doing so, we will ensure that procedures and technologies are put in place to maintain the security of all personal data which is processed overseas.

Please refer to [Nottinghamshire County Council's Privacy Statement](#) for further details.

How long is your data kept for?

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information. The law may specify the minimum amount of time we have to retain certain information.

This information is held in accordance with [Nottinghamshire County Council's retention schedule](#).

How do we keep your information secure?

We will take appropriate steps to make sure we hold records about you in a secure way, including:

- All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.

Putting in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

What will happen if you do not provide or we cannot obtain the data needed?

- We could not deliver the services and service improvements required.
- We would not be able to examine if the Children's Centre Service is successful at meeting your needs.

Does the service make decisions using fully automated processes?

No

What information do we collect when you visit our website?

The computers which host our website maintain site logs which include the IP details of all machines accessing our pages. We only use such logs to determine website usage and not as a means of identifying or obtaining information about specific users. Any IP information is treated as strictly confidential and is not published or divulged to any third party.

Please refer to [information about cookies on our website](#)

Registering for online services

How do we use your personal information when you register for an online service?

- We collect personal data that you provide to us when you register for an online account.
- We collect personal data when you apply to access some of our services online.
- By registering with us online (either in relation to your account or a specific service) you consent that Nottinghamshire County Council may process the personal data that we collect from you in accordance with this privacy notice.

In general, we will hold your personal data for the purposes of maintaining and operating your account or registration and will use your personal information:

- for the purpose you provided the information for
- to verify your entitlement to access the services you have requested, e.g. verification of your residence in the county. (We may do this by checking with a third party)
- where you give specific consent to allow us to be able to communicate and provide information about services appropriate to your needs.

We will retain your information for the period necessary to fulfill the relevant purpose for which it is held, and we will also retain any external verification so long as it remains accurate based on the information you provide to us. This will allow us to reuse that information when you register for additional services.

Photographic images

How will we use photographs that identify people?

Images of individuals are treated as personal data. Images of crowds in a public area are not. When taking photographs intended for publication on our website or elsewhere, it is our policy to seek the written permission of any individuals who are photographed.

We will respond promptly to any request to remove photographic images and/or personal data from the website where the person making such a request has a right to do so in accordance with their data protection rights.

Links to other websites

How will other websites use your personal data?

This privacy statement does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on other websites you visit.

What rights do you have over this use of your data?

Right to be informed

The GDPR says that we have a duty to provide you with information about how your personal and special category data is collected and used. This is provided within this document.

Other information about your individual rights can be found at: -

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data). If you wish to withdraw your consent you can contact your Children's Centre directly or the

Data Protection Officer using the contact details below.

Some of these rights are subject to exceptions. Please refer to [Nottinghamshire County Council's Privacy Statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottscc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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