



Cheshire West and Chester Safeguarding Children Partnership

Safeguarding Children Partnership (SCP) Privacy Notice (November 2023)

This privacy notice explains how personal information is collected as part of the SCP process and we who it may be shared with.

What personal information we collect

We only collect and use the minimum amount of personal information required when delivering a service to you.

The SCP may use some or all of the personal information below:

- Information about you, this could include your name, data of birth and contact details.
- Visual images, personal appearance and behaviour
- Employment and education details.

Why we collect information about you

The partnership carry out functions that they are required to by law. Where we hold someone's information, it is because we require it in order to discharge our legal duties. The legal basis is set out in the Children's Act 1989 and the Child and Social Work Act 2018.

We receive personal information on request from member organisations of the board and the partnership. Personal information will be requested in order to be able to carry out, including, but not limited to, child safeguarding practice reviews, multi-agency audits and other assurance activity. We request only the proportional level of information required to consider reviews or assurance activity. Assurance activity in this context relates to work that we do on a multi-agency partnership footing to consider the effectiveness of partnership working arrangements in the local area and to safeguard and promote the wellbeing of children and young people ordinarily resident in Cheshire West and Chester.

We use your information for one or more of the following reasons:

- Deliver the service, or handle your query
- To plan and improve the services we offer
- To detect and prevent crime or fraud
- For research, however this would be in anonymised form unless we ask for your consent to use your personal information for this purpose
- To evidence positive outcomes to central government funding agencies

Who we share your information with?

We may disclose your information to others, but only where this is necessary either to comply with our legal obligations or as permitted by Data Protection legislation. We may be required to share it with other similar statutory authorities including, but not limited to:

- NHS England
- Police
- The National Child Safeguarding Panel
- Integrated Commissioning System/Board
- Educations Settings

- Local Authority (Children Social Care and Early Help)
- Our training management system AccessPlanit
- Other providers

The reasons why we may share your data with other public bodies are as follows:

- To protect vulnerable children and adults who may be at risk of harm or abuse
- To monitor and improve our performance and delivery of services
- For the prevention and/ or detection of crime
- Where necessary to protect individuals from the risk of harm or injury
- Where otherwise permitted under the General Data Protection legislation.

We will only disclose your sensitive or confidential information, such as medical details to a third party, if we are legally required to do so, or where we have good reason to believe that failing to share the information would put you or someone else at risk of harm.

We will not pass your personal information to external organisations for marketing or sales purposes or for any commercial use without your prior expressed consent.

The Data Controller

The members of the Safeguarding Children Partnership are the Data Controller for this processing.

The lawful basis for the processing

Most of the personal information we collect is provided to us by you, under Article 6 of the UK GDPR we rely on the following:-

- You gave us your consent (UK GDPR Article 6 (a) - You are able to remove your consent at any time. You can do this by contacting [contact details]
- We have a contractual obligation with you (UK GDPR Article 6 (b))
- We have a legal obligation (UK GDPR Article 6 (c))
- We need to protect your vital interests (UK GDPR Article 6 (d))
- We need it to perform a public task (UK GDPR Article 6 (e))
- We have a legitimate interest (UK GDPR Article 6 (f))

When we collect data that is classed as special category data, under Article 9 of the UK GDPR we rely on the following:-

- You gave us your explicit consent (UK GDPR Article 9 (2) (a))
- We need it for employment, social security or social protection (UK GDPR Article 9 (2) (b))
- We need to protect your vital interests in situations where you are incapable for giving consent (UK GDPR Article 9 (2) (c))
- We have a legitimate interest (UK GDPR Article 9 (2) (d))
- You have already made the data public (UK GDPR Article 9 (2) (e))
- We need to defend a legal claim (UK GDPR Article 9 (2) (f))
- We need to collect it for Substantial Public Interest in order to comply with UK legislation (UK GDPR Article 9 (2) (g))
- We are providing you with health and social care support (UK GDPR Article 9 (2) (h))
- We need to collect it for public health (UK GDPR Article 9 (2) (i))

· We need to analyse your information (UK GDPR Article 9 (2) (j)) View the list of the legislation we rely on when using your personal information to meet our legal obligations or public tasks.

Protecting your information

The partnership is hosted for data purposes by Cheshire West and Chester Council, and data we hold are held separately in a secure part of the council's data centre only accessible by partnership staff.

Your information will be securely stored on our network.

How long we keep your information for

The information is held according to the rules and regulations set out by the local authority, which in turn are prescribed through GDPR/DPA 2018 and FOIA 2000. Information is held according to the retention schedules of the local authority.

If we need to use your information for research or reports, your information will be anonymised and any information taken from notes (hand written or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely.

Will my data be transferred abroad?

Yes (within the EU, via our e-learning platform sign on for Easygenerator)

Your rights Under UK GDPR you have a number of rights that are set out on the Information Commissioner's Office (ICO) website

If you are not happy about the way your personal data is being used, or you require further information about how we process your personal data, you can contact the Safeguarding Children Partnership at SCPcheshirewestandchester.gov.uk or at

The Portal, Ellesmere Port, Wellington Road, Ellesmere Port, CH65 0BA

You also have the right to complain to the Information Commissioner's Office using the following details: · Website: Information Commissioner's Office (ICO) · Instant Message: Live Chat

· By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

· Telephone: 0303 123 1113