

## **The right to be informed**

Under the General Data Protection Regulations (GDPR) and Data Protection Bill 2018 an individual has the right to be informed. This means that we have to provide “fair processing information” usually through a privacy notice. This addresses the need to be transparent as to how we use personal data. This Children Centre privacy notice is in addition to the Ealing Council Privacy Notice and information about the types of personal data that we may collect about you when you contact us. It also explains what we will do with that data and how we will keep it safe.

For more information regarding your rights, please see the Council’s Privacy Notice at Ealing Council Website. Ealing Council is the data controller for the personal data we collect. We are registered with the Information Commissioners Office and our registration number is Z5696801.

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details.

## **Privacy notice - Children Centres**

Ealing Council uses information about children and families for whom it provides services, to enable it to carry out specific functions for which it is responsible. For Children’s Centres this is to ensure that services are available to all families with children pre-birth to five; to offer support for young children’s development and to support parents in bringing up their children. We also use your information to assess the quality of our services and evaluate and improve our Children’s Centres services.

## **What kind of information does Ealing Council have about me?**

We hold the information you provide for us on our children’s centres forms and when you request additional support through an Early Help Assessment and Plan, or if we make a referral to another service to provide additional support on your behalf. We also hold information which we share with you that shows how well your child is developing and learning and how our services have helped children and families.

This information is provided to us by you and shared with your consent.

## **What do you do with information about me?**

Your information is required to register your child and family with an Ealing Children’s Centre, record attendance at our services and enable personalised services to be provided to your child and family.

We would need to collect and process personal information for adults and children such as name, date of birth, address, gender, and special category information such as ethnicity, disability and / or special

educational needs, and religion (optional). Further information that may be required are whether you are in receipt of benefits, marital status, employment status, country of birth and language spoken at home and if are you registered with a GP, if so, the GP's name and address. We also hold information on the Children Centre services you and your family attend.

We may contact you to carry out a survey or promote a service or a public health campaign. If we do this, we will ask your consent to be involved. We may also share if you are registered with an Ealing Children's Centre with Ealing Early Start Health Visiting Service

### **How do I know the information about me is kept safely?**

All the information we collect is stored securely on our IT systems and manual filing systems. We have strict procedures for the way this is done. Any and all information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. Appropriate council and health staff are DBS (Disclosure and Barring Service) checked. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

### **Are the records confidential?**

All Ealing Council employees including Early Years staff have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality. When Children's Centre services are provided on the Council's behalf by another organisation their staff have a duty to protect your information according to the Data Protection legislation.

### **For how long are records held?**

There are different rules for different documents and/or information kept by the council. We are required by law to keep records for varying lengths of time depending on individual circumstances.

### **Don't you need my permission to keep and share information about me?**

We need your written agreement (consent) to share information about you. When we need to share information, we will ask for this from you directly or on behalf of a child for whom you have responsibility.

Although your information is confidential, it doesn't mean it is secret and sometimes we have to share information about you/your family without your permission. These reasons are:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime

You can have your details updated to do this please ask for a Children Centre Family Registration Form.

You can withdraw your consent by contacting: [earlyyearsmonitoringteam@ealing.gov.uk](mailto:earlyyearsmonitoringteam@ealing.gov.uk) Tel: 020 8825 7163 or 5232.

We will always do our best to tell you if we have to share information about you/your family under these circumstances, unless doing so puts you/your family in danger.

### **Are there any laws applicable in the processing and protection of my information?**

There are a number of laws which allow for the protection, collection and processing of your personal information for this purpose, such as:

- The General Data Protection Regulations and *The Data Protection Bill 2018*
- Children's Act 2004
- Childcare Act 2006 as amended Section 9 of the Apprenticeships, Skills, Children and Learning Act 2009;
- The Common-Law Duty of Confidence
- The Human Rights Act 1998
- Framework for the inspection of services for children in need of help and protection, children looked after and care leavers.
- NHS Guidelines - Caldicott Principles, which govern the sharing of patient identifiable information

### **Can I see the information you have collected about me/my family?**

Yes, you can request a copy of the information held. This is called a subject access request under the *Data Protection Bill 2018* and General Data Protection Regulations which contain certain rights of individuals and their personal data. For more information regarding your rights, please see the Council's Privacy Notice at Ealing Council Website

[https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)

### **Who should I contact if I want to complain about the use of my personal information?**

The Council's Data Protection Officer is Mrs L. Cox, whom you can contact on: [dataprotection@ealing.gov.uk](mailto:dataprotection@ealing.gov.uk) or telephone 0208 825 5124 during office hours.