

Fair Processing Notice: Children & Young People's Services

The information we hold about you and how You can access it

Under the Data Protection Act 1998 the City of Wolverhampton Council is required to protect any personal information we hold about you and ensure we process it fairly. This leaflet tells you:

- What information Children & Young People's Services hold about you
- How we use your information
- Who we share your information with
- How long we keep your information

Children & Young People's Services can update the system (where we store information) with any details relating to your situation that will assist the Council in supporting you to meet you and your family's' unmet needs.

The information we hold is confidential. Any records we hold on you (computer and paper files) can only be seen by authorised staff.

Children & Young People's Services consists of various professionals and various systems where we will store information.

All of the systems we use may include all or some of the following general information:

- Your personal details
- Information about other members of your household
- Details of family relationships in and outside of your household
- The names and contact details of your close relatives and/or carers

More specifically, we may collect and hold:

- Details about your needs in all areas of your life (e.g. your care & unmet needs)
- Details of any other services you are receiving
- Information used to assess your situation, such as assessments and reports
- Things 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
- Recordings of any visits or contact you have made or we have made with you.
- Any Special Educational Needs or Disability
- Your legal status

How do we use this information?

We use the information we hold about you to help us assess and identify any unmet needs to ensure, where appropriate services are provided, so that children and young people are safe, well and achieving to their full potential. In addition, the information collected will also help us to:

- Assess whether our services are making a difference
- Develop and improve services and measure how well the council as a whole is doing.

Who can access the information?

This is broken down by service area as it depends on who is working with you and your family.

- 0-5 Early Help Service
- 5-18 Early Help service
- Social Care
- Youth Offending Team
- Teams supporting the education function
- The Wolverhampton Multi-Agency Safeguarding Hub (MASH); and
- Other safeguarding services
- Other internal teams who provide service to children and young people.

In addition to the above the following teams may also have access to information:

- Complaints Team
- Legal Services
- Business Intelligence Team
- Information Governance Team
- Social Care Systems Team
- Finance Teams

Relevant information about you may be passed to external organisations in order to arrange support to meet your assessed identified needs.

The types of organisations we may pass your information to are listed below.

Please note that unless we are required to share information by law, all organisations we pass your information to will have an agreement with us to ensure they meet the standards of the Data Protection Act, and will be covered by a legal basis to share.

- The DFE, and Ofsted and other Government departments
- The Royal Wolverhampton NHS Trust
- The Black Country Partnership Foundation Trust (BCPFT)
- Other Local Authorities if a person is placed or is transferred outside of the City
- Under the Data Protection Act 1998 we also have a legal duty to pass information to third party organisations such as the Police and/or the Department of Work and Pensions and anti-fraud agencies for the purposes of preventing and detecting crime, or for anti-fraud purposes.

We may also use your information in an anonymous form (with any identifiable data relating to you removed), for performance monitoring and service improvement with (but not limited to) the following agencies:

- Central Midlands Commissioning Support Unit (CSU)
- The Health and Social Care Information Centre (HSCIC)
- Public Health
- Department for Education

Where any information is shared, we ensure that secure means are employed and that processes are agreed and documented where appropriate in information sharing agreements.

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How long do we keep data for?

Retention periods will be in line with the Children's Services Records & Recording Policy.

Your right to see your information we hold about you

You have a right to see the information we hold about you. If you wish to access your information please make a request in writing to the following:

Email address: data.protection@wolverhampton.gov.uk

Postal address:

City of Wolverhampton Council
Information Governance Team
Civic Centre
St Peters Square
Wolverhampton
WV1 1SH

The Council's full privacy notice can be found on the Councils' website at www.wolverhampton.gov.uk under the heading privacy and cookies.