

## **Wording for 'introduction' section**

This Privacy Notice sets out what you need to know about how Doncaster Council will use your information in Family Hubs.

The Council is committed to meeting its data protection obligations and handling your information securely. You should make sure you read and understand this notice before submitting your information to us.

### **What information about you do we collect?**

For the processing to which this notice relates to be carried out we use the following information:

- personal information (such as: your name, address, telephone number)
- sensitive personal information (such as: your ethnicity, pregnancy status, smoking status, disability and similar information about your children).
- If you are a Young Carers

The data is used in a secure database with staff holding enhanced DBS check, and relevant responsibility.

### **How do we collect information about you?**

We collect your information from you directly.

We collect the above information via our membership form. This is either completed online, when registering your baby or by the health visitor at the new birth visit (red book membership form) or when attending the Family Hub with your baby.

We collect the above information to support children and families to take up their 2, 3 and 4 early year's entitlement.

For some children and families, our early year's workers track and monitor a child and their development whilst attending Family Hub services, in line with Early Years Foundation Stage.

For some adults who progress into some form of adult learning, we track your progression and success in order to evidence the impact of Family Hubs services.

If you or your child has an accident in a Family Hub, we have a duty to record and report the accidents.

We collect Young Carers information so we can keep a Young Carers register to understand how many Young Carers there are in Doncaster.

### **How will your information be used?**

Your information may be used to:

Evidence your attendance at Family Hub services, and allow you to engage in activities and make reservations (i.e. trips).

Evidence footfall in Family Hubs and allow us to provide and plan for the most suitable services to your family and other families.

Evidence footfall in Family Hubs in order to sustain funding to deliver services to families.

Evidence your child's development stages at the start of attending Family Hubs sessions and how they have progressed over time.

Contact you via home visits or telephone calls to make you aware that you are eligible for 2, 3 and 4 early year's entitlement.

If you are registered on the young carers register, we may share this register with services to ensure the right support is offered to meet your needs i.e. school nursing service.

We may have to report accidents/incidents internally and/or externally in line with legislation.

### **The Legal Basis for using your information**

The table below sets out the legal basis for each of the activities that this Privacy Notice covers:

Activity	Legal Basis
Children and parents/carers membership, accessing and engagement in services. Delivery of services to meet children and family's needs within Children's Centres (now known as Family Hubs)	Legislation about children's centres is contained in the Childcare Act 2006 (referred to in this guidance as "the Act") <sup>1</sup> . This guidance refers to the following sections of the Act: Section 1: Duty on local authorities to improve the well-being of young children in their area and reduce inequalities between them.  Statutory guidance Sure Start children's centres: guidance for local authorities
Accident reporting	Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
Tracking of individual children's development.	Early years foundation stage statutory framework (EYFS). The standards that school and childcare providers must meet for the learning, development and care of children from birth to 5.
Young carers, young adult carers and their families now have stronger rights to be identified, offered information, receive an assessment and supported using a whole-family approach.  Local authorities, must meet their duties to identify, assess and support young carers, young adult carers and their families.	The Children and Families Act 2014  Local authorities must find out if there are young carer in their area and if they have needs for support. This means the local authority must proactively identify young carers rather than wait for young people and their families to come forward and request an assessment. Local authorities are required to take "reasonable steps" to identify young carers in their area

## Where the legal basis is consent of the data subject

The Council collects and uses information about you on the basis that you have given us your consent to do so. You may withdraw your consent and ask us not to use information about you for Family Hub services by either a letter addressed to the Family Hub Locality Manager or an email to FamilyHubsManagementTeam@doncaster.gov.uk<sup>1</sup>.

## Who will your information be shared with?

We might share information with other teams within the Council or with other organisations for a variety of reasons, such as to provide services to you, for safeguarding and the prevention and detection of crime. The Council will never sell your information to anyone else, but we may share some of it with other individuals and organisations, including:

- Sharing with third parties who are carrying out local authority function of determining eligibility for free of charge early years entitlement.
- Your Councillor (for example, if you have made a complaint to them about the Council);
- Early Help partners, (only if further explicit written consent is granted)
- Child Protection Conferences and Child in Need meetings. Should you have involvement with social care services, we may be requested to let them know about your attendance at sessions. You will be fully informed of this.
- Young Carers register will be shared with the school nursing service to support Young Carers Health needs and to provide targeted support in the locality.

We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. Sometimes, we may share your information without your knowledge; for example, to prevent or detect crime or benefit fraud.

## How long will we keep your information?

We will keep your information for only so long as is necessary – the table below sets out typical timescales for each activity:

Activity	Time information kept for
Membership form – paper version	3 months from date signed- Secure disposal
Membership form – red book	3 months from date signed – Secure disposal
Membership form – online email	3 months from date signed – secure disposal
E-start database containing information about children and parents in contact with Family Hubs	Information is archived and made inactive; records not deleted from system – secure disposal
Signing in sheets	Current year paper – secure disposal.
Children’s learning journeys	Electronic files – archived at the age of 6. Paper file – given to parent/education provider when attending full time nursery provision. –

<sup>1</sup> Note: Consent should be as easy to revoke as provide – i.e. one click on an electronic form to provide consent means it should take one click on a website to revoke it.

	secure disposal
Children's electronic tracking system	Electronic files – archived at the age of 6.
Adult learning and progression tracker.	Electronic files – archived 2 years after last attendance.
Accident report - children	Date of birth + 22 years where the injured person is a minor at the time of the accident.
Accident reporting - Adults	Date of the accident + 4 years where the injured person is an adult at the time of the accident.

## Your rights

The law gives you specific rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new service provider;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making;
- to object to direct marketing; and,
- to complain about anything the Council does with your information (please see the 'Complaints' section below).

Some of the rights listed above apply only in certain situations, and some have a limited effect. Your rights are explained further in the [Individuals' Rights Procedure](#) on our website, as is how to make a request under one or more of them.

You can request information about yourself by making a subject access request on [this](#) page of the Council's website.

## Data Protection Officer (DPO)

The Council is required by law to have a DPO. The DPO has a number of duties, including:

- monitoring the Council's compliance with data protection law;
- providing expert advice and guidance on data protection;
- acting as the point of contact for data subjects; and,
- co-operating and consulting with the Information Commissioner's Office (see 'Complaints' below).

The Council's Data Protection Officer can be contacted via email at: [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk)

## Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

Post: Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF