

Privacy Notice for Children's Social Care

**Reviewed
November
2021
V3.0**



Children's Social Care

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- People accessing the Children's Social Care services
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to Children's Social Care
- The types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held may be done so in a variety of ways.

Purposes

We collect your personal information for the following purposes:

- To ensure the Safeguarding Service meets its duty to safeguard children and provide support to those children in need meeting the requirements of the Children's Acts 1989/2004.
- To work with children subject to child protection plans care proceedings and those children whose welfare is compromised at child action level.
- To provide assessment, intervention and support for children and families involved in the service.
- To assess children and their needs who may be at risk of harm or significant harm
- To provide support for children who may be at risk of harm or significant harm.
- To meet the needs of looked after children and care leavers
- Research and analysis which is then used to plan new services and commission new services

- Ensure compliance with safeguarding children policies and procedures
- Completion of statutory government returns around children's social care

Categories of personal data

In order to carry out these purposes we may collect and obtain:

- Basic details such as name, address, telephone number and date of birth including details of family members
- Ethnicity and language(s) spoken – special category data
- Religion – special category data
- Criminal convictions and offences – special category data
- Reason for referral – special category data
- Involvement with other services – special category data
- Health – special category data
- Sexual orientation – special category data

More specifically, we may collect and hold:

- details about your needs in all areas of your life (e.g., your care and unmet needs)
- details of family relationships in and outside of your household and names and contact details of your close relatives and or carers
- details of any other services you are receiving
- information used to assess your situation, such as assessments and reports
- Information 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.
- notes of any visits or contact you have made or we have made with you.
- your legal status

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations.

Legal basis for processing

The legal basis for processing your personal information is:

- It is needed to protect your interests (or someone else's interests) and you may not be capable of giving your consent
- We have a statutory duty pursuant to the Children's Acts 1989/2004 to safeguard and provide support to children.

- You or your legal representatives have given clear consent for us to process your personal data for a specific purpose.

If you fail to provide certain information when requested, we may not be able to provide the service to you or we may be prevented from complying with our legal obligations.

Information sharing/recipients

We may collect and share personal information about you with the following types of organisations:

- Teams within Bolton Council in order to provide our services to you
- Health services (e.g. Bolton Foundation Trust, GMMH, Bolton CCG) including those part of the national CP-IS programme.
- Other Local Authorities
- Government agencies
- Families, other professional agencies including health and education bodies.
- Greater Manchester Police
- Organisations involved in the safeguarding and support of children and families e.g. schools and NHS organisations
- Organisations providing care and support to looked after children and care leavers including fostering and adoption agencies
- Other professional agencies to establish whether the necessary safeguarding controls and support are in place
- Organisations we may commission to do business on our behalf
- Third parties who help us with research and analysis of local care services. Although this shared information is about the care received by our service users, it does not identify anyone directly by name or address. Instead we use a numerical identifier so that the information we share does not contain anything that could identify service users directly.

We may share information with the organisations listed above in order to provide a service to you or where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We may also share information to safeguard public funds administered by the Authority.

Your NHS Number

Local health and social care services are working together to improve how your information is shared to support the decisions they make about your care. We ask for your NHS Number as it helps to uniquely identify you when sharing information between health and social care.

For more information please visit the [Bolton Care Record website](#).

Child Protection Information Sharing (CP-IS)

The Child Protection Information Sharing (CP-IS) project is an NHS England sponsored nationwide initiative that helps clinicians in care settings identify vulnerable children.

Information sharing is identified as a factor in the majority of serious case reviews that take place following the death or injury of a child. Health and social care staff need to share information to help them provide better care and earlier interventions for children who are considered vulnerable and at risk.

CP-IS focuses on improving the protection of children who have previously been identified as vulnerable (child is subject to a child protection plan (CPP), a looked after child (LAC), or a mother of an unborn child on a pre-birth protection plan) by social services when they visit NHS care settings.

CP-IS links the IT systems of NHS settings to those used by the children's safeguarding teams and the children in care teams, so that the CP-IS alert is visible to the clinician, and a notification is sent to the child's social worker within the local authority that the child originates from. This enables an open dialogue earlier between:

- parents/carers
- children's social care, and
- health

leading to an earlier intervention (where needed) for the most vulnerable children and young people.

The ability to correctly diagnose abuse or neglect depends on having a holistic picture of the child, for even the most experienced clinician, the identification of risk during a single attendance can be difficult. CP-IS provides health professionals with prompt and easy access to key social care information.

Information is only shared in the following circumstances:

- for all children who have a child protection plan
- for all children and/or young people classed as 'looked after (ie children with full and interim care orders or voluntary care agreements)
- for any pregnant woman whose unborn child has a pre-birth protection plan.

More details can be found here:

- [CP-IS Project page](#)
- [CP-IS Privacy Notice for 0-19 services](#)

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You have certain rights in relation to the Council's use of your personal information. You may also object to the processing of your NHS number. This will not stop you from receiving care, but may limit how we are able to support you.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details