

# **Privacy Notice for Bolton Children's Disability Register**

**Reviewed Nov 2021  
V1.0**



# Children with Disabilities Service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk).

This notice provides additional privacy information for:

- Parents/carers who register their child on the Children's Disability Register.
- Partners working with Bolton Council.

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

- In relation to services for disabled children, young people and their families.
- 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 will vary dependent on the service used.

## Purposes

We collect your personal information for the following purposes:

- to assist in the planning, monitoring and development of services for disabled children, young people, and their families in Bolton.
- to provide information relevant to support your needs, or signpost to another relevant service.

## Categories of personal data

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

- Child's details, including:
  - Name
  - Date of birth
  - Address
  - Ethnicity
  - First language
  - Child's disability or additional need
- Parent's details, including:
  - Name
  - Address
  - Contact number
  - Email

## Legal basis for processing

The legal basis for processing your personal information is:

*Article 6 Public task/official authority* - the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law such as statutory duties

*Article 9 Statutory and government purposes (e.g. the exercise of a function conferred on a person by an enactment or rule of law)*

*Legal obligation:*The Children Act 1989 says that all Local Authorities must have a record of disabled children and young people in their area.

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

## Information sharing/recipients

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

- Teams within Bolton Council.
- Organisations involved in the safeguarding and support of children and families, where you or your child, are considered at risk.

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

## Automated Decisions

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, and in line with the council's data retention policies.

Including your child's details on the Children's Disability Register is optional. You have the right to request the removal of your child's details from the register.

## **Rights of individuals**

You have certain rights in relation to the council's use of your personal information.

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](http://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](mailto: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