

# Privacy notice – Derby and Derbyshire Safeguarding Children Partnership



## Who we are?

Multi-Agency Safeguarding Arrangements across the Derby City and Derbyshire County areas are called the Derby and Derbyshire Safeguarding Children Partnership and bring together the lead members and chief officers from the statutory agencies to oversee and scrutinise the work of a joint executive board comprising both statutory and other key partners.

The legally required (statutory) key partners are Derby City Council; Derbyshire County Council; Derby and Derbyshire Clinical Commissioning Group; Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary. These organisations work closely alongside schools and colleges, health providers, probation providers, CAFCASS and all other agencies to keep children safe across the partnership.

The purpose of our local arrangements is to support and enable organisations and agencies across Derby and Derbyshire to work together so that:

- children are safeguarded and their welfare promoted;
- partner organisations and agencies collaborate, share and co-own the vision for how to achieve improved outcomes for vulnerable children;
- organisations and agencies challenge appropriately and hold one another to account effectively;
- there is early identification and analysis of new safeguarding issues and emerging threats;
- learning is promoted and embedded in a way that local services for children and families can become more reflective and implement changes to practice;
- information is shared effectively to facilitate more accurate and timely decision making for children and families.

Our office is based at the Kedleston Road Training Centre, 184 Kedleston Road, Derby, DE22 1GT and our **postal address** is The Council House, Corporation Street, Derby, DE1 2FS. You can contact our Data Protection Officer on 01332 642351 or by [email](#).

## How do we collect information from you?

We collect information from you when you visit [www.ddscp.org.uk](http://www.ddscp.org.uk); also when you contact us in writing, speak to us on the phone, by email or any other type of electronic communication, or talk to us face to face.

We do not collect information when you use a link in our website to other externally operated websites. If you transfer to another site, please read the Privacy Notice or Statement relating

to their information, this will also apply to individual partners websites within the partnership.

## **What types of information do we collect from you?**

We collect different categories of information about you, this includes personal information (for example your name and address), or other more sensitive data such as data about services you have received. The partnership may also process criminal conviction data in accordance with our statutory functions.

### **Details of information obtained from third parties?**

We receive information which includes personal data, from a wide range of partners including public sector organisations such as Local Authorities; Health services; GPs; schools, and other educational settings; emergency services, the Disclosure and Barring Service (DBS) and the Probation Services, such information will be shared in accordance with the relevant safeguarding legislation.

We also receive similar information from voluntary and third sector organisations such as; care providers; Voluntary Adoption Agencies, youth groups, and charities.

We also receive similar information from members of the public.

### **How is your information used?**

The Derby and Derbyshire Safeguarding Children Partnership provides a limited range of services. To provide some of these services we need to collect and use appropriate personal information; this may be collected either in person, over the phone or through our online training services.

Training services are the main way in which we may ask you for information about yourself so that you are able to book places on training courses.

We also gather information to know how well agencies are working together to keep children safe. This helps us understand the experiences of children and young people living in Derby. Where appropriate we will seek information from parents and carers and the wishes and feelings of children (including children who might not ordinarily be heard) about the priorities and the effectiveness of local safeguarding work.

If the information we intend to share is of a sensitive, personal nature we will only share it with partner organisations if we have obtained your consent or unless we are legally required or enabled to share it.

We will process your information in accordance with the following data protection provisions [1]:

- Our legal obligations and public tasks
- Our contractual obligations
- Protection of vital interests of the data subject
- The provision of health and social care

- In some cases we may rely on consent, this will be clearly stipulated where applicable. If you wish to withdraw consent at any time you can do so emailing [ddscp@derby.gov.uk](mailto:ddscp@derby.gov.uk)

The public tasks based on the public interest and legal obligations arise from the following provisions:

- Children Act 1989
- The Working Together to Safeguard Children 2018 statutory guidance
- Children Act 2004
- Education Act 1996
- Education Act 2002
- Education and Skills Act 2000
- Legal Aid, Sentencing and Punishment of Offenders Act 2012
- Police Reform and Social Responsibility Act 2011
- Childcare Act 2006
- Crime and Disorder Act 1998
- Housing Act 1996
- Safeguarding Vulnerable Groups Act (SVGA) 2006

## **Research and statistics**

Anonymised (this means it will not identify you) data may be used for research and statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

## **Who has access to your information?**

The Derby and Derbyshire Safeguarding Children Partnership is supported by a business team who will process information held on individuals. For example the business team will make sure that if you have successfully applied for a course that you receive all the information you need and the trainers know who is attending the course.

We may share your information if a multi-agency review is required to understand your circumstances and the quality of services that have been provided to you to keep you safe. The information about you may be shared with other professionals who may or may not be involved with you for the specific purpose of carrying out a review. This can include professionals who work for organisation's such as Children's Social Care, Schools or other Educational Settings, Police, your GP, District Nurses, Looked After Children Designated Nurses, Community Midwives and Health Visitors, Physiotherapists, Occupational Therapists or other NHS professional. This is so that we can ensure that we are all working together to achieve the best outcomes for our children and young people.

We will also share personal information IT System and Hardware Suppliers that are contracted to work with the partnership and appointed legal advisors or insurers.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Access to records may be also be undertaken under the provisions of the GDPR, the Data protection Act 2018, and under the Access to Health Records Act 1990 (in the case of the records of deceased individuals).

### **What are your rights in relation the personal data we process?**

**Access**– you can request copies of any of your personal information that is held by the Derby and Derbyshire Safeguarding Children Partnership.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our record retention schedule; information about this is included in the Derby and Derbyshire Safeguarding Children Partnership Information Sharing Agreement. We will comply with Data Protection legislation.

### **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

### **Under 13**

If you are accessing online services and are under the age of 13; please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## Cookies & IP addresses

### What are Cookies and why are they used?

Cookies are small text files which identify your computer to our servers. They are used to improve the user experience. View what cookies we use and how you can manage them at <https://www.derby.gov.uk/site-info/about-cookies/>.

## Complaints

If you would like to make a complaint regarding the use of your personal data you can contact the host authority's Data Protection Officer;

**By Post:** Data Protection Officer,  
Information Governance  
The Council House,  
Corporation Street,  
Derby, DE1 2FS

**By phone:** 01332 640473

**By email:** [data.protection@derby.gov.uk](mailto:data.protection@derby.gov.uk)

For individual contact details for each core partners Data Protection Officer please visit the following websites:

*[Include links of each PN]*

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

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

**By phone:** 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

[1] General Data Protection Regulations, Article 6 (1) (a)-(e) & Article 9 (2) (b),(c),(g),(h)