

Stoke-on-Trent

Safeguarding Children Board

Privacy Notice



The Safeguarding Children Board collects and processes personal data relating to anyone accessing our service, this would include but is not exclusive to employees, external customers and students to manage the service we provide.

The Safeguarding Children Board is committed to being transparent about how it collects and uses your personal data and to meeting its data protection obligations.

Stoke-on-Trent City Council is a Data Controller under data protection legislation. We will comply with the data protection principles when gathering and using personal information, as set out in our **personal data protection policy**.

#### **Contact information:**

Please contact Carole Preston : Safeguarding Children Board Manager at 01782 235863 for further information should you wish to, about how your personal data is processed.

#### **What personal data does the Safeguarding Children Board collect?**

The Safeguarding Children Board collects and processes the following information about you:

- Your name, work address and work contact details, including work email address and work telephone number

The Safeguarding Children Board will collect this information in a variety of ways. For example, data might be collected through application forms and evaluations forms following the completion of training and through Training Needs Analysis tools.

Basic contact details should you have attended a safeguarding review

#### **Where will your personal data be stored?**

Your personal data will be stored in a range of different places, including in an Excel Spreadsheet ( Training Database) and in the Safeguarding Children Board email system.

No personal data will be displayed on the Safeguarding Children Board website unless prior permission has been given and it is required in the interests of the safeguarding agenda

## Why does the Safeguarding Children Board process your personal data?

The Safeguarding Children Board needs to process your data in order to maintain the service that we provide which includes but is not exclusive to; providing training, evaluating the quality of that training and providing frontline practitioners with information which will be pertinent to the wider safeguarding agenda.

The Safeguarding Children Board has a legitimate interest in processing your personal data. It needs to process personal data to

- ✓ Contact delegates booked onto training for a variety of reasons such as to inform them of the cancellation of training
- ✓ Maintain accurate training records
- ✓ Produce skills matrixes
- ✓ Obtain information relating to any type of disability you may have, to ensure that we comply with making reasonable adjustments where possible for those in attendance to training.
- ✓ Provide quarterly reports for nominated agency representatives regarding attendance to training.
- ✓ Ensure effective general Learning and Development and business administration
- ✓ Provide training records on request for current or former employees and external businesses who may have purchased training through us and wish to access their records
- ✓ To produce service strategies
- ✓ Be able to send frontline practitioners information about safeguarding legislation, local processes, policies and procedures and information in respect of significant safeguarding issues

## Who has access to your personal data?

Your information may be shared internally within your agency, including with members of the HR team, your line manager, managers in the business area in which you work and IT staff if access to the data is necessary for performance of their roles.

## How does the Safeguarding Children Board protect your personal data?

Stoke-on-Trent City Council takes the security of your personal data seriously. The Safeguarding Children Board as a team within Stoke-on-Trent City Council which follows internal policies and controls which are in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed. Some of the ways in which Stoke-on-Trent City Council protects your personal data include:

- ✓ Implementing appropriate technical and organisational measures to protect the confidentiality, integrity and availability of personal data and information
- ✓ On-going continuous review of security
- ✓ Regular review of Stoke-on-Trent City Council information assurance and security policies and procedures
- ✓ On-going training and awareness for staff on information assurance and security
- ✓ Alignment with Codes of Conduct, certification schemes and government guidance, including the HMG Security Policy Framework, government baseline security standards, and the National Cyber Security Centre (NCSC)
- ✓ Use of the government Supplier Assurance Framework and Crown Commercial Services frameworks when working with suppliers and third parties
- ✓ Regular review of security and cyber risks

Where Stoke-on-Trent City Council engages third parties to process personal data on its behalf, they do so under contract and on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and comply with data protection legislation.

### **How long does the Safeguarding Children Board keep your personal data for?**

Course registers - 35 years following the completion of a training course.

Appropriate timeframes in line with required archives

### **Your rights**

Data protection law provides you with certain rights, however not all of these rights will be available to you in all situations. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have, under data protection law, is given below:

- You can ask to see the information we hold about you.
- You can ask what is being done with the information we hold about you.
- You can ask to have some of the data we hold about you deleted.
- You can ask us to review a decision made about you by a computer, and ask for a new decision to be made by a person.
- You can ask us to stop processing the data we hold about you
- You can ask us to make changes to data about you that you believe is inaccurate.
- In some circumstances you can ask us to help you move your information to another organisation.

- You can ask us to restrict or limit what we do with your data, for example if you believe the data we hold is inaccurate, or if you believe the processing is unlawful.

If you wish to contact us in relation to any of your information rights, please contact the Information Rights Team at [foi@stoke.gov.uk](mailto:foi@stoke.gov.uk) or Information Rights Team, Floor 2, Civic Centre, Glebe Street, Stoke-on-Trent ST4 1HH or you can complete the online form on the City Council's website:

<http://feedback.stoke.gov.uk/RespondCustomer/MainMenu.aspx>

Alternatively the Information Rights Team can be contacted on the following numbers 01782 233732 or 235965.

If you wish to complain about how your personal information has been handled by Stoke-on-Trent Safeguarding Children Board then please contact the Information Rights Team in the first instance using the details above. If you are not satisfied you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 or you can visit their website at [ico.org.uk](http://ico.org.uk).

You can find details of how we handle your personal information by visiting [stoke.gov.uk/dataprotection](http://stoke.gov.uk/dataprotection)

For any general enquiries you can contact the council by phone on 01782 234234, via email to [enquiries@stoke.gov.uk](mailto:enquiries@stoke.gov.uk) or by writing to us at Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH.