

Children's Centre Privacy Notice

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about and how we collect and use personal information when you use our service. We may update this privacy notice from time to time. When we do this we will communicate any changes to you and publish the revised privacy notice on our website.

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found at the [Bristol City Council website](#).

What data do we need to collect and use?

To provide services, we will collect and use some or all of the following personal information:

For you (and for a second parent/carer if you provide these details)

- Title
- Name
- Date of birth
- Gender
- Address
- Email address
- Telephone number
- Working status
- Whether a lone parent
- If pregnant (and if so, estimated due date)
- Ethnicity
- Religion
- Disability
- Sexual orientation
- First language
- Level of English
- If a British Sign Language/Makaton user

For your child/ren

- Name
- Date of birth
- Gender
- Address
- Main carer
- Person(s) with parental responsibility
- Any health needs
- Ethnicity
- Religion
- Disability
- First language
- Level of English
- If a British Sign Language/Makaton user

We will also ask what is your preferred method of communication, whether you consent to use of photographs/video footage, where you heard about the Children's Centre and if there is anything specific you would like to talk to a member of Children's Centre staff about.

We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from other Council departments, early years settings and partner agencies.

If we are made aware of any changes in your information originally supplied (e.g. new baby born, change of address etc) then our records will be updated accordingly.

Where information is provided for a second parent/carer, it is your responsibility to let them know information given on their behalf.

How do we use your personal information?

We will use this information to fulfil the duties placed on Local Authorities for the planning, delivery and monitoring of services for families with young children.

Staff in Children's Centres need to work effectively with other early years settings and local partners to be clear about who is supporting the family and what everyone is doing. Children's Centre staff also need to know if you would like some help and whether you are getting support from any other organisation. In addition, your data may be used so you can be contacted by Children's Centre staff; this includes invitations to attend appropriate services to support you and your family.

Information provided will be stored securely on a Bristol City Council database which can be seen by authorised professionals involved in the delivery of services.

Who else might we share your personal data with?

Sometimes we may need to share your information, but we will only do so where we have your consent or it is necessary or required by law. We will only share the minimum information for each circumstance.

We may share some or all of your personal information with key partners, e.g. health visitors and other health professionals, voluntary and community organisations, housing, social care, employment and training services. This is to enable all agencies who are supporting children and their families to work together to provide services to best meet their needs.

Some information may be shared via the secure Connecting Care portal. To find out more about Connecting Care, how it works and what are your rights, visit www.bnsgccg.nhs.uk/about-us/how-we-use-your-information/connecting-care.

What is the legal basis for our use of your personal information?

We are collecting this data because we are required to under the Childcare Act 2006 which details the statutory responsibilities of Local Authorities when delivering services for families with young children. It also gives guidance that the Local Authority must follow when planning or providing Children's Centres.

The use of your data is supported by the Children & Families Act 2014 (including the SEND Local offer) and the Education (Provision of Information About Young Children) (England) Regulations 2009.

Our additional legal basis for using your special category information is the delivery of health and social care services.

How long we will keep your personal information?

We will hold this information for as long as it is needed or we are required to do so by law. In practice this means that your personal information may be retained until your youngest child has transferred to secondary school, unless there is a requirement to hold the information for longer.

A [retention schedule](#) is available on our website which lists all the categories of data we keep and when it must be deleted by. Other organisations with whom your information has been shared may have different retention policies.

Your rights as a data subject:

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.

To access a copy of your personal information visit www.bristol.gov.uk/data-protection-foi/data-protection-subject-access-requests.

To update or correct your information if it is inaccurate please contact [Citizens Services](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: <https://ico.org.uk>.

Where we process your information on the basis of consent you have the right to withdraw your consent at any time but this will not affect the lawfulness of processing based on consent before its withdrawal.

Full details about your rights can be found in our [main privacy notice](#).

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.

Date: September 2020

Date for review: September 2021