



Privacy Notice

The Bristol Safeguarding Children Board is a statutory partnership Board under the provisions of the Children Act 2004. Bristol City Council is the data controller for both Boards 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 what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol City Council, City Hall, Bristol.

This Privacy Notices covers three data processing activities of the Board:

1. Serious Case Reviews and Ofsted Serious Incident Notification
2. Quality Audits, Complaints, Escalations, Safeguarding
3. Learning, Development and Partnership Services for Safeguarding Professionals and Organisations

Activity 1 - Serious Case Reviews, Learning Reviews and Ofsted Serious Incident Notification

What data we need to collect and the legal basis for processing it:

To provide this service, we will process data including name, date of birth, addresses, records from professionals who have worked with you or your children including health records, criminal records and social care files. We are collecting this data because this data is necessary to carry out Serious Case Reviews and Ofsted Serious Incident Notifications as required under the Children Act 2004.

How long we will keep your data for:

We will hold this information for 10 years after the publication date of the Serious Case Review or Ofsted Notification date. After this, your information will be archived.

Why we need to collect your data:

We will use this information for informing Ofsted of Serious Incidents or undertaking Statutory Serious Case Review.

Who we share your data with and why:

This data will be shared with commissioned review authors, Bristol Safeguarding Children Board Board Members, members of the Bristol Safeguarding Children Board Serious Case Review Sub Group, Professional Members of the review panel.

Where we have received your data from a third party:

We got this data from professional organisations in the city who have provided a service to you or your children. The data we have is not publically available although the final Serious Case

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Review report may be. You will be given the opportunity to read this report and provide factual accuracy points before it is published.

Activity 2 - Quality Audits, Complaints, Escalations, Safeguarding

What data we need to collect and the legal basis for processing it:

To provide this service, we will process details such as your name, date of birth, address, family members details, and records of your involvement with professionals. We are collecting this data because we are required to under Working Together 2015 to carry out quality and assurance work, and because we store records of safeguarding decisions made.

How long we will keep your data for:

The period of time that we will hold this data for will depend on the use. Personalised data used for audits will be deleted after the anonymous audit report is written. Details of escalations, complaints or safeguarding discussions will be stored for 10 years. After this, your information will be deleted or archived.

Why we need to collect your data:

We will use this information for undertaking safeguarding assurance activities such as audits or determining compliance with safeguarding policies and processes.

Who we share your data with and why:

This data will be shared with professionals who are involved in the audit or compliance activity.

Where we have received your data from a third party:

We got this data from other organisations in the city who are Board members. The data we have is not publically available.

Activity 3 – Learning, Development and Partnership Services for Safeguarding Professionals and Organisations

What data we need to collect and the legal basis for processing it:

To provide the training service, Board and Sub Groups we will process data for professionals attending including name, work email, telephone number and address which you provide when you apply for a training place or agree to represent your organisation at the Board. We are collecting this data because this data is necessary to deliver the training programme and strategic Board Business plan, provide you with course materials and minutes, and monitor compliance with inter-agency training requirements and attendance.

How long we will keep your data for:

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We will hold this information for 5 years. After this, your information will be deleted.

Who we share your data with and why:

This data will be shared with your organisation's training department, your manager or your organisation's commissioner so that they can monitor compliance with training, Board attendance and process payments for training. If you are a Board Member or Sub Group Member your name and professional role will be publically available in our annual reports.

If we have your consent to use your data:

You can withdraw your consent for us to process your information at any time by emailing bscb@bristol.gov.uk

Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS
Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

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.