



Camden Integrated Early Years Service

Privacy Notice

Introduction

The Integrated Early Years Service aims to support all children in the borough to achieve the best possible start in life. The service brings together health visiting, children's centres and early years public health services to provide a range of services including universal child development reviews, groups and activities for families with children under 5, and more intensive targeted support.

The Integrated Early Years Service will hold a wide range of information about you and your family. We use this so that we can provide advice, guidance, assessments, services, support and safeguarding for children and their families in our area and meet their needs.

All constituent parts of the Integrated Service will share information with each other so that the need for families to tell their story more than once is minimised. The Integrated Service has a range of statutory duties and powers which we have to follow and we need to process personal data so that we can meet these legal responsibilities.

This privacy notice explains how we use any personal information we collect about you.

Data Protection Officer

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales. Their website is [here](#)

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at dpo@camden.gov.uk or
London Borough of Camden
Judd Street
London.
WC1H 9JE

Tel: 020 7974 4444

The purpose for which data is held

The data is collected and held for the following purposes:

- Basic personal data such as name, address, date of birth are held for all families with children under 5. This data is held to:
 - Enable the service to invite families to services that are appropriate for the age and stage of development of children and local to home addresses.
 - To monitor the take up of services and ensure that services are meeting the needs of local families
 - To evaluate the impact of specific activities on improving outcomes for children.

- Sensitive personal data such as ethnicity, work status, family make up is held to:
 - Ensure that the service is meeting the needs of families who may need additional help to support their children to achieve the best outcomes.
 - To monitor the take up of services by families.
 - Assess a families need for supportive early help interventions and to record the on-going relationship with families through home visiting or centre based contacts.

- Sensitive personal data is also held about children who attend the councils 9 maintained nurseries. This data is held to:
 - Ensure the safety of children in the nursery and to ensure that their needs are met.

The legal basis for collecting and processing the information

We need to have legal justifications under the Data Protection laws to process your personal data. In the case of the Integrated Early Years Service, there are several laws which mean that we have to provide services to you or your children. This means that our legal reason is that the processing is necessary to comply with a legal duty or to fulfil a public task.

In some cases, we will also need to process special category data. This is more sensitive information and so in order to process it, we need a stronger reason, which will be that the processing is necessary for reasons of substantial public interest (this includes safeguarding purposes). In some cases, we will need to process for social security or social protection law or for the establishment, exercise or defence of legal claims.

The Integrated Early Years Service will, as stated above, hold data about all families with young children to allow us to perform our statutory duties. The service does also offer early help to families where a need for support is identified. In these situations the service will, in almost all cases, ask you to consent for us to work with you. In some cases GDPR consent will not be required, for example, when working as part of a child protection plan overseen by social work when legal duty and public task will be the legal basis not consent

The legislation

The Children Act 1989 & 2004 - places a duty on the local authority, each of the local authority's relevant partners or other appropriate bodies or persons to make arrangements to promote co-operation between itself and relevant partner agencies to improve the well-being of children in the local authority's area.

National Health Service Act 2006 - places a duty on the National Health Service and local authorities to cooperate with one another in order to secure and advance the health and welfare of people, which would indicate the requirement to share information.

General Data Protection Regulations Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest.

General data Protection Legislation Article 9(2)(g) - Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

General data Protection Regulations Article 9(2)(h)– Processing is necessary for the purposes of preventative or occupational medicine, medical diagnosis, the provision of health or social care or treatment or management of health and social care systems

All staff within the Integrated Early Years Service have a duty to safeguard children and will share information with appropriate services if they believe a child is at risk of harm.

What information do we hold?

We collect a range of information about you and your family. This will include some or all of the following:

- You and your child's personal information (name, DOB, ethnicity, unique pupil number, address, telephone, email, NHS number)
- personal information about other members of your household
- details of family relationships in and outside of your household
- you and your family's legal status
- your accommodation
- details about your physical and emotional well-being and parenting
- details of any risk issues
- medical history
- health, social care or other services you are getting
- information about your situation given to us by your family/carers and/or other organisations (e.g. GP, school nurse, Police)
- reports relating to your situation (e.g. safeguarding and other assessments, Child Protection Plans and Looked After Children reviews)
- any documents sent to us relating to you
- educational progress and attainment information
- school attendance, exclusions and behavioral information
- Records of phone conversations and/or meetings between you or your carers / representatives and Council staff.

For how long do we keep you information?

Your data will be stored on our secure database until your child reaches 5 years of age at which time it will be destroyed. If you are supported by a family worker during your association with children's centres it may be necessary to retain your and your child's data until they are 25 as part of the Council's statutory duty.

Health records will continue to be stored on NHS database systems beyond your contact with children's centres.

Do we share your information with other organisations?

The Integrated Early Years Service includes Health Visitors employed by Central and North West London NHS Trust, Children's Centre and Public Health staff employed by the London Borough of Camden and colleagues from the CAMHs and Speech and language service.

We will not share your information outside of the service without your express permission unless there are concerns that your child is at risk of harm.

What are your rights and who can you contact if you have a concern?

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website <https://beta.camden.gov.uk/data-protection-privacy-and-cookies?inheritRedirect=true#yedw> where you can find a form to exercise the rights and the Information Commissioners Officers website (contact details below) for more information.

The right to lodge a complaint with a supervisory authority

You can complain to the Information Commissioner's Office if you are unhappy with how the Council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Automated Decision-making

We are not using Automated Decision Making for this service.

**Integrated Early Years Service
Supporting People
London Borough of Camden.
July 2019**