

This privacy notice applies to the Childrens Service provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

The service processes personal information in order to carry out the protection and safeguarding of vulnerable children either directly or jointly with partners and commissioned private and third sector providers. This includes:

- Investigating concerns and reports
- Managing response to the concerns
- Delivering child focused services including Targeted Family Support, Safeguarding, Looked After Children, Children with Disabilities, Carer Leavers, Fostering and Family Front Door Initial Response
- Confirm your identity
- Contact you regarding the services we provide
- Supporting and managing our employees
- Maintaining care files that are ongoing

The service processes personal information which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Personal details – e.g. name / age / address / school / and family details
- Contact information – e.g. telephone numbers / email address
- Personal Reference Numbers – e.g. Social Care unique customer reference number / NHS number/ Unique Learner Number / National Insurance
- Employment details
- Financial details – for funding purposes
- Licenses / permits held
- Lifestyle and social circumstances
- Online activity of children using council laptops with esafe
- Opinions and decisions

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- Records of complaints
- Safeguarding reports
- Student and pupil records
- Visual images, personal appearance and behaviour

We may also process some special category (sensitive) information, which is relevant to individual cases and may include some of the following but is not limited to:

- Biometric information
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Offences (including alleged offences), criminal proceedings, outcomes and sentences

The legal bases for processing this personal information are:

- Compliance with a legal obligation relating to the following laws:
 - Children Act 1989
 - Children Act 2004
 - Children and Social Work Act 2017
 - Working Together to Safeguard Children 2015
 - Working Together to Safeguard Children 2018
- Tasks carried out in the public interest or in the exercise of official authority

We may need to share the personal information you have given to us or we've collected about you with partner organisations where relevant to the individual and/or their care provision. These include but are not limited to:

- Other services with Worcestershire County Council
- Other local authorities (in cases of adoption and fostering in particular)
- Government departments i.e. Department of Education
- Health/GPs/NHS
- Police
- Benefit agencies
- Housing agencies
- Children's centres
- Youth Justice/Probation
- Prospects (NEET Service)
- COMPASS/School Health and Wellbeing Service
- Voluntary and Community Groups
- The Department for Education (DfE)

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The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

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