



HARTLEPOOL SAFEGUARDING CHILDREN BOARD

PRIVACY NOTICE

The purpose of this document

Hartlepool Safeguarding Children Board (HSBC) is committed to protecting the privacy and security of your personal information.















This Privacy Notice is issued in accordance with the General Data Protection Regulation (GDPR) and explains how HSCB uses and shares personal information in order to carry out its statutory duties and responsibilities.

This notice will be reviewed and updated annually or earlier if necessary to comply with changes in the law.

About HSCB

Hartlepool LSCB is a statutory body established under the Children Act 2004. It is a partnership of local agencies which is independently chaired and consists of senior representatives of all the key organisations that work together to safeguard and promote the welfare of children and young people in Hartlepool.

The partnership organisations that make up the Safeguarding Board are:

-  Hartlepool Borough Council
-  Cleveland Police
-  Hartlepool and Stockton on Tees Clinical Commissioning Group
-  North Tees and Hartlepool NHS Foundation Trust
-  Tees Esk and Wear Valleys NHS Foundation Trust
-  Durham Tees Valley Community Rehabilitation Company
-  National Probation Service
-  Cleveland Fire Brigade
-  Children and Family Court Advisory and Support Service (Cafcass)
-  Harbour
-  Barnardos
-  Thirteen
-  Safer Hartlepool Partnership
-  NHS England

The Information We May Collect

The types of personal information and data we may collect include, but are not limited to, the following:

- ✚ Your name
- ✚ Your date of birth
- ✚ Your Contact Details
- ✚ Your NHS Registration Number
- ✚ Details of family members, associates and personal relationships
- ✚ Details of criminal offences and prosecutions including details of committal and release
- ✚ Reports of behaviour that may cause concern as they relate to safeguarding children and young people
- ✚ Professional opinions in relation to concerns and complaints
- ✚ Information about individuals who have an a risk to children status
- ✚ Information about individuals who are reported as missing
- ✚ Information about individuals who are to be released from prison

We also collect the following special category data:

- ✚ Racial or ethnic origin
- ✚ Religious or philosophical beliefs
- ✚ Health information
- ✚ Gender

How We Collect Personal Information

We collect your Personal Data by using:

- ✚ contact via telephone or email
- ✚ paper and electronic forms
- ✚ visits and discussions with you and others who may know you
- ✚ information received from partners or other professionals

Our Power to Obtain and Use Personal Information

We must have a lawful basis to process personal data. If we need to we will do so for one of the following reasons:

- ✚ **Public Task** – processing is necessary for the performance of a task which is carried out in the public interest or in the exercise of official authority vested in the controller
- ✚ **Legal obligation:** Processing your data is necessary for us to comply with the law (not including contractual obligations) - namely Section 14 of the Children Act (2004) and Section 19 of the Children and Social Work Act 2017






If we need to process any “special category data” we will do so for the following reason:

- a) Processing your data is necessary to protect your vital interests or of another person where you are physically or legally incapable of giving consent

- b) The provision of health or social care or treatment or the management of health or social care systems and services
- c) Processing your data is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\)](#) of the General Data Protection Regulations 2018.
- d) Processing is necessary for reasons of substantial public interest to safeguard the rights and interests of the data subject

How We Use This Information

We will use the information we have collected for the following purposes:

-  To fulfil our statutory responsibilities in relation to organising serious case reviews, supporting the Child Death Overview Panel and complying with child protection procedures in line with legislation and government guidance;
-  Provide you with our services, and to develop and improve those services;
-  To deal with any problems or complaints that arise in relation to your account;
-  For assessment and analysis purposes for example by auditing agencies involvement; to help improve the operation of our service;
-  To maintain safeguarding registers





Information Sharing

The statutory power to share information is section 10 of the Children Act (2004) which places a duty on all LSCB member agencies to make information sharing arrangements in order to promote co-operation and multi-agency working. There is a [Teeswide Information Sharing Protocol](#) which aims to facilitate more effective data sharing across agencies where this is needed to improve safeguarding or to enable each organisation to respond quickly to safeguarding needs.

We may also need to share information with national regulatory authorities and if this happens it will be through the provision of statutory powers held by those authorities. National Organisations that may require us to share information:

-  OFSTED

There are other times where we may need to share your information. These include:

-  Where there is a serious risk of harm to you or to others
-  Where there are concerns for the welfare of a child
-  For the prevention or detection of crime
-  Where a court order requires us to share information about you

Confidentiality and Security

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Where we use data for the purpose of a serious case review or a child death review we will apply additional protection for your information when we need to.

Storing Information

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.






Currently children's records cannot be destroyed due to independent enquiries in England and Scotland into child abuse. Information will not be destroyed until 6 years after the end of the enquiries or in accordance with our normal retention schedule (whichever is later).

For Serious Case Reviews records are kept for 75 years following the publication of the Serious Case review.

Any information relating to Child Protection is retained for 75 years from date of birth (or 6 years following the child's death) in accordance with the child social care file

Your Information Rights

It is important to us that you understand that your Information Rights are set out in the law and, subject to some legal exceptions, you have the right to:

-  to have any inaccuracies corrected;
-  to have your personal data erased;
-  to place a restriction on our processing of your data;
-  to object to processing; and
-  to request your data made available to someone else.

If you wish to exercise your information rights, please contact us at:

HSCB@hartlepool.gov.uk or alternatively write to:

HSCB

Level 4 Civic Centre, Victoria Road

Hartlepool, TS24 8AY

Tel: 01429 523825

You also have the right to request a copy of any personal data held about you. Further information can be found on the [HBC website](#).