



BMBC PRIVACY NOTICE TEMPLATE

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At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the provision of services by the Early Start and Families Service.

Stage one: Who are we?

The Early Start and Families Service aims to ensure high quality delivery of integrated services and strategies which impact on the outcomes and life chances of children, young people and families pre-birth to 19 years (or 25 years if the young person has a disability) including the implementation of key statutory duties. These services are provided through our Family Centres, families information service, early years consultants and quality improvement team.

Providing information is a core function of our services in Barnsley - information that will allow families and prospective parents to make informed choices. This can include a wide range of essential information about childcare, schools, Family Centres, play, sports and arts activities for children, youth clubs, parenting classes, support and specialist services, holiday and out of school provision, recruitment into childcare and much more.

Our Family Centres deliver integrated services for children pre-birth up to 19 years (or 25 years if the young person has a disability) offering a variety of provision according to the needs of local families. They bring together practitioners from a range of universal, targeted and specialist services in each local area including schools, health, police, social care, private and voluntary sector and some adult services.

We are committed to providing the best family support services that we can. When families need help, we take a holistic whole family approach. This means we look at the issues affecting all members in a family and work with them and a range of support services to make sure that they get the right support, at the right time, to manage their difficulties and go on to live happy and successful lives.

Our quality improvement programme supports all settings in Barnsley who have a commitment to continually improve the quality of their childcare provision and represents a significant milestone in our aim of high aspirations for the children and families of

Barnsley.

Our early years consultants have a strong focus on improving the quality of learning and development and thus improving outcomes for children and families through support, advice and challenge. Working with leaders, managers and practitioners in all types of provision including schools, Family Centres, private, voluntary and independent settings and childminder. The team also works closely with Health professionals, e.g. developing procedures and tracking for the two year old 'integrated review'. They also assess where Barnsley is on the national statistics for children reaching milestones in the foundation stage. They then work on strategies with schools and settings to 'close the gaps' to ensure Barnsley children are achieving in line or above national averages.

Stage two: What type of personal information we will collect from you

- Names of family members, relationships between family members (parent, child etc.), gender, address, ethnicity, housing tenure etc.
- Contact details including those for an emergency
- Information relating to family support needs including: vulnerable children, health issues, disability or special educational needs, employment, educational attendance and behaviour, involvement with the police, anti-social behaviour, social care, violence in the home, substance misuse.
- Information relating to services accessed
- Information relating to progress made, tracking e.g. development milestones, educational attainment

We will not collect any information from you that we do not need in order to provide and oversee this service to you.

Stage three: Why do we need your personal information?

To actively promote services to families.

So that we provide the right support at the right time to families, we need to identify families who need help and to understand their needs.

To ensure the safe and efficient management and delivery of services and to help ensure that the needs of all children and young people are met.

To support us in our continuous quality improvement work and achieving our aim of high aspirations for the children and families of Barnsley we need to track and measure the progress being made in respect of children reaching their milestones in education and development.

To continue to provide our services and also to access funding to pay for this support, we must evidence that it makes a positive difference to families' lives. To do this we need to collect, share and match personal information about family members to enable us to demonstrate positive outcomes.

To enable us to provide statistical data returns where required i.e. government requested childcare placements sufficiency reports.

Stage four: How we will collect your personal information

We will collect your personal information in a variety of ways dependent upon the level of services that you are accessing.

Where you are contacted by our service or you contact us, the person you are speaking with will ask you for the personal information needed by our service. For Families accessing Family Centre services this will include us asking you to complete our “getting to know you” registration form. We also gather personal information via our request for service form and early help assessments.

With your agreement we may request or accept additional information from other organisations such as health, education, private and voluntary agencies and support services so that they can help us to understand your needs and to provide you with the services you need.

Stage five: Our Legal Basis for processing your information

We collect and use your information in relation to our duties under:

Data Protection Act 2018 & GDPR 6(1)(a) – Consent of the data subject

Data Protection Act 2018 & GDPR 6(1)(c) – Processing is necessary for compliance with a legal obligation

Data Protection Act 2018 & GDPR 6(1)(d) – Processing is necessary to protect the vital interests of a data subject or another person

Data Protection Act 2018 & GDPR 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Data Protection Act 2018 & GDPR 9(2)(a) – Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law

Data Protection Act 2018 & GDPR 9(2)(c) – Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent

Working together to safeguarding children 2015

The Childcare Act 2006

The Childcare Act 2016

The Education 2011 Part 1

The Children’s Act 2004

SEND Code of practice

Early Years Statutory Framework

Think Family programme requirements:

Section 115 of the Crime and Disorder Act 1998;

Section 17 of the Crime and Disorder Act 1998;

Section 14 of the Offender Management Act 2007

Education (Information about Individual Pupils)(England) Regulation 2013;

Section 99 of the Children’s Act 2006;

S13A of the Children’s Act 1989;

Section 17 of the Children’s Act 1989;

Section 10 of the Children’s Act 2004;

Section 8 of the Social Security (Information- sharing in relation to Welfare

Services etc.) Regulations 2012;
Section 1 of the Localism Act 2011;
Sections 537A(9) and 537A(6) of the Education Act 1996;
Section 54 of the Domestic Violence, Crime and Victims Act 2004.

Stage six: Why we may need to share your information

With your agreement we may share information with other organisations such as health, education, private and voluntary agencies and support services so that they can help us to understand your needs and to provide you with the services you need.

So that we can continue to improve our support for children young people and families, we use personal information to help us to understand what kind of support works best, it also helps us to involve the appropriate local agencies to work with families, and helps us to show the Government that what we are doing works, so that we are able to gain investment in developing support for Barnsley families.

Sharing personal information effectively helps us to:

- Understand all of the problems affecting families
- Target help to those who need it most
- Coordinate and deliver services for families in Barnsley
- Help with research about the effectiveness of the national programmes

Specific agreement is not required to share personal information in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

However, where possible we will always seek your agreement to share your information.

Stage seven: Who we may share your information with

We may need to share some information about you with other organisations, for example, health services, education, the Department of Work and Pensions, police or care agencies and third parties, so we can all work together for your benefit.

We may share information with other Barnsley Council departments.

We may also share information with the Government, other councils and other partner organisations where appropriate e.g. DFE (Department for Education), DWP (Department for Work and Pensions), ONS (Office for National Statistics), MHCLG (Ministry of Housing, Communities and Local Government)

Stage eight: How long will your information be kept?

Your information will be kept according to the dates specified within our retention schedule. For more information on our retention schedule please visit

www.barnsley.gov.uk/privacy

Stage nine: What will happen if you fail to provide personal information?

Failure to provide personal information means that Barnsley Council will not be able to provide the best, or as much support for families. In some cases this could mean that support or intervention is not available.

We will not be able find out what kind of support works best for Barnsley families, and we may not be able to access the funding to provide it.

Stage ten: How to access and control your personal information

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at informationrequests@barnsley.gov.uk or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on DPO@barnsley.gov.uk .

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk