**NORFOLK SAFEGUARDING CHILDREN BOARD**

**PRIVACY NOTICE**

1. **What this document is for**

This privacy notice provides information on how the Norfolk Safeguarding Children Board (the NSCB) uses your personal information in respect of its functions. By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

This privacy notice is applicable until new local safeguarding arrangements are approved and published in Norfolk. The new arrangements must be implemented by January 2019.

In summary this document:

* sets out how we promise to look after your personal information
* describes how we collect, use and share your personal information and
* tells you about your privacy rights and how the law protects you.

1. **Who we are**

The NSCB a statutory body established under section 13 of the Children Act 2004. It is an independently chaired partnership of local agencies and consists of senior representatives of all the key organisations that work together to safeguard and promote the welfare or children and young people in Norfolk. We have listed all the partners of the NSCB at Appendix 1 below.

The NSCB is the "data controller" for the personal information held about you. This means that we are responsible for deciding how we “process” (that is, collect, hold, use and disclose) your personal information.

The NSCB is hosted by Norfolk County Council (NCC) and support is provided to the NSCB by a dedicated administrative unit in NCC. We use NCC’s training, guidance and policies for the security and protection of personal information.

Our address is Norfolk Safeguarding Children’s Board, County Hall, Martineau Lane, Norwich NR1 2UA.

1. **What we use your personal information for**

We use your information to:

|  |  |
| --- | --- |
| 1(a) | * assist in the development of policies and procedures for safeguarding and promoting the welfare of children in Norfolk |
| (b) | * communicate to persons and bodies in Norfolk the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so |
| (c) | * monitor and evaluate the effectiveness of what is done by NCC and the NSCB partners individually and collectively to safeguard and promote the welfare of children and to improve partnership working. This may include carrying out multi-agency reviews/audits involving the joint review of case files of children and their families in Norfolk by the partners of NSCB using local procedures or using the joint targeted area inspection(JTAIs) framework. Further guidance on the JTAI can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/735924/Joint_targeted_area_inspections_framework_230818.pdf). |
| (d) | * participate in the planning of services for children in Norfolk |
| (e) | * undertake case reviews and advising NCC and their NSCB partners on lessons to be learned including: * local serious child safeguarding practice reviews: where abuse or neglect is known or suspected and either: * a child dies; or * a child is seriously harmed and there are concerns about how organisations or professionals worked together to safeguard the child * child death reviews: a review of all child deaths * review of a child protection incidents which falls below the threshold for a serious child safeguarding review; and * reviews or audits of practice in one or more agencies. |

* assist the national Serious Child Safeguarding Practice Review Panel in undertaking national serious child safeguarding practice reviews

1. **Who provides information about you**

We receive information from the partner organisations listed in Appendix 1 below and:

* Various local health bodies
* Schools
* Voluntary Sector bodies
* Housing Associations
* DWP
* Coroner

1. **The kind of information we collect and use about you**

The categories of data we may collect from people and organisations apart from yourself includes:

* Personal details
* Contact details
* NHS number
* Employment history
* Education
* Social Relationships
* Personal history including
* behaviour that may cause concern as they relate to safeguarding of children and young people
* professional opinions and analysis
* Special category data and information about criminal offences
* racial or ethnic origin
* religious or philosophical beliefs
* health information including special educational needs
* criminal offences and prosecutions including details of committal and release

1. **How the law protects you and the legal basis for processing your information**

We have legal grounds to process this information without your specific consent as it is reasonable and necessary for the fulfilment a public task under sections 13 and 14 of the Children Act 2004.

There are additional legal safeguards to ensure the protection of special category data and information concerning criminal convictions listed in paragraph 5 above. We have legal grounds to process this information to meet our public task under sections 13 and 14 of the Children Act 2004 and where it is in the necessary for reasons in the substantial public interest.

We have also adopted a policy in respect of special category data and information relating to criminal offences setting out our procedures for compliance with the principles of the GDPR and the retention and erasure of this data. You can read this policy [here](https://www.norfolklscb.org/about/policies-procedures/1-8-gdpr-guidance-notices/).

We may also share your information:

* 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

1. **Who we share your personal data with**

We share your information with the following:

* In respect of a local serious child safeguarding practice review– the local Norfolk safeguarding panel and its administrators, the national Serious Child Safeguarding Practice Review Panel, the independent lead reviewers and the Department of Health
* In respect of a national serious case safeguarding practice review – the national Serious Child Safeguarding Practice Review Panel, the independent lead reviewers and the Department of Health
* In respect of child death reviews – the Child Death Overview Panel and its administrators,
* In respect of other case reviews - the partner organisations represented on the review group and its administrators,
* In respect of multi- agency audits - members of the audit team comprising of officers from various partner organisations and its administrators

1. **How long we use your information for**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The NSCB’s retention and destruction schedule can be found [here](https://www.norfolklscb.org/about/policies-procedures/1-8-gdpr-guidance-notices/).

1. **How this information is stored and how we keep your personal information secure**

The security of your personal information is very important to us and 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.

1. **Whether this information is transferred to other countries**

We do not process your personal data outside of the EU

1. **Automated decisions**

We do not make automated decisions about you.

1. **Your rights under the GDPR**

You have the following rights (but note, these rights do not apply in all circumstances):

* Your right to be informed about the processing of your personal information. This is the purpose of this notice.
* Your right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
* Your right to object to the processing of your personal data
* Your right to restrict processing of your personal information

* Your right to have your personal data erased (“the right to be forgotten”). As above, please note this right is subject to several restrictions, which we will discuss further with you if you choose to exercise it
* The right to move, copy or transfer your personal information (“data portability”) in some circumstances.
* Rights to be notified of, object to and challenge any automated decision made in respect of you, including profiling.
* Your right to request access to your personal information and information about how the County Council processes it.
* Your right to withdraw any consent you have given for the processing of personal data at any time.

If you want to exercise any of these rights, please contact the Information Compliance Team by:

* Emailing Information Compliance Team at [information.management@norfolk.gov.uk](mailto:information.management@norfolk.gov.uk)
* Writing to the Information Compliance Team, Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH

1. **Questions or complaints**

If you have any questions about this privacy notice or how we handle your personal information, you can write to the Chair of the NSCB by

* Emailing: [nscb@norfolk.gov.uk](mailto:nscb@norfolk.gov.uk)
* Writing to Norfolk Safeguarding Children Board, Room 60, Lower Ground Floor, County Hall, Martineau Lane, Norwich NR1 2DH

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO can be contacted:

* by writing to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
* by telephoning 0303 123 1113
* online at <https://ico.org.uk/global/contact-us/>

1. **Changes to this privacy notice**

We keep this privacy notice under regular review and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This notice was last updated in December 2018

**Appendix 1**

**NSCB Partners**

NSCB Independent Chair

NSCB Board Manager

NSCB Monitoring & Evaluation Officer

Lead Member Safeguarding - NCC

Director of Children's Services – NCC plus 5 other members from Children’s Services

Adult Social Care – NCC

Norfolk Safeguarding Adult Board Manager

Public Health

Breckland Council

Broadland District Council

Norwich City Council

South Norfolk District Council

Kings Lynn & West Norfolk District Council

Norfolk Association of Special School Headteachers (NASSH)

City College Norwich

Norfolk Secondary School representative

Non-maintained Schools representative

NHS England – East Anglia

Norfolk & Norwich NHS Foundation Trust

Queen Elizabeth Hospital Kings Lynn

James Paget University Hospital, Great Yarmouth

Norfolk Community Health & Care

Cambridgeshire Community Services

East Coast Clinical Commissioning Group

Health Advisory Group

East of England Ambulance Service NHS Trust

Norfolk & Suffolk NHS Foundation Trust

Designated Doctor

Designated Nurse

Norfolk Constabulary

Office of the Police and Crime Commissioner

CAFCASS

Norfolk Youth Offending Team

Norfolk & Suffolk Community Rehabilitation Company Limited

Norfolk & Suffolk Local Delivery Unit, National Probation Service

HM Prisons

Momentum – Voluntary Sector

Voluntary Sector Forum Chair

Lay member