



Children and Families Privacy Notice

Document Control	
Document title	Children and Families Privacy Notice
Purpose	
Author	Shirley Parkinson
Date of publication	
Owner/responsibility	Collette Dutton
Distribution	LanConsent/Other
Version	Date Comments
1.0	
2.0	March 2019 – change title of document
3.0	August 2019 – addition of use of cyp images
4.0	November 2020 – Addition of voice recordings/life coach information
5.0	April 2022 – Inclusion of references to Disabled Children’s Register
6.0	June 2023 – updates to format

This Privacy Notice was last updated in June 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Children and Families Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/children-and-families-privacy-notice)

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This Privacy Notice provides additional privacy information for **Children and Family Services**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT?

In order to carry out activities and obligations as providers of services to children, young people and their families we may collect the following personal information:

- Full name
- Title
- Address
- Phone number
- Email address
- Date of birth
- Gender
- Marital status
- Civil partnership
- Relationships
- Information relating to hopes, dreams, skills and achievements
- School details
- Bank account details
- Payroll and tax/national insurance status information
- Images of children and young people
- Film or voice recordings of children and young people

We may also collect, store and use the following special categories of personal information:

- Race
- Ethnicity

- Disability
- Religious beliefs
- Sexual orientation
- Political opinions
- Information relating to offences (including alleged offences), criminal proceedings, outcomes and sentences
- Identification numbers, online identifier and factors specific to a person's physical, physiological, genetic, mental, economic, cultural or social identity. This could include reports from the Police, Court Information and Health information e.g. DNA
- Health plan, transition plan, support needs, pathway plan and details of professionals involved in care. This may include sensitive safeguarding information such as domestic abuse reports, neglect assessment, child sexual exploitation, or medical reports.

3. HOW AND WHY WE USE PERSONAL INFORMATION

The main purposes for processing personal information are:

- Cooperating to improve the wellbeing of children, young people and families in relation to physical health, mental health, emotional wellbeing, protection from harm/neglect, education, training and recreation, the contribution made by them to society, social and economic wellbeing.
- To produce statistics which inform decisions we make, for example regarding the funding of schools and services, to assess their performance and to set targets for them. These statistics are used in different ways, meaning that individual children and young people and adults may or may not be identified in the process. The use of personal data in research and statistics is part of the local authority's legal duty and ensures that funding and other resources are placed where children, young people and their families need them most. This includes sharing for local and national research purposes which if published are anonymised.
- We hold information about young people living in our area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education needs or disability).
- We also use personal data to:
 - support our children's learning
 - monitor and report on their progress
 - provide appropriate pastoral care
 - for purposes of safeguarding
 - assess the quality of our services
 - show what pupils go on to do after the age of 16
 - secure appropriate support for children and young people with post-16 education and training providers
 - open and maintain a register of disabled children and young people.

4. LEGAL BASIS FOR PROCESSING

The legal bases we rely on for processing personal information are:

- It is necessary to comply with a legal obligation
- It is necessary in order to perform a public task in the public interest/official functions
- The processing is necessary to protect someone's life – We will use or share your personal information if it is necessary to protect the life of you or another person. This is most likely to be in an emergency situation and we may not be able to talk to you about sharing your data during the emergency; once the emergency is over, we will seek to advise you of the use at the earliest opportunity.
- Consent (where you have signed a consent form in relation to Early Help/Start Well services, Life Coaching support, PLO Pre- proceedings or signing up to the Disabled Children's Register).

Examples of the public tasks and functions we refer to are contained in the following statutes:

- The Education Act 2002
- the Children's Act 1989
- Children's Act 2004
- Education Act 1996

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in [Wigan Borough Council Primary Privacy Notice](#), there is a legal duty on local authorities and their partners to cooperate in promoting the well-being of children and young people and adults and to make arrangements to safeguard and promote their welfare.

In this context partners who we share information with or seek information from may include:

- Educational establishments including schools and early years settings
- Organisations that provide support i.e. residential homes, supported accommodation, personal assistants
- GP's and Health Services
- The police
- Court
- Health service providers
- Youth justice system
- Any other person or organisation exercising functions or are engaged in activities in relation to children and adults in the authority's area
- Department for Education
- Department of Health and Social Care.
- Transport for Greater Manchester

Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

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 future legal, accounting, or reporting requirements. We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.



7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies)

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#).