Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

**Service Name**: Looked After Children

The Looked after Children’s Service collects personally identifiable information whenever you access or sign up to any of our services, request information, make a complaint or participate in activities provided by us. The information we hold about you will depend on the services we provide. This is likely to include:

- personal information (such as name, gender, unique pupil number, NHS number, address and contact details, any special educational needs or disabilities)
- more sensitive information (such as ethnicity, language, physical or mental health, religious or political beliefs, criminal offences and free school meal eligibility)
- Third party - information which doesn't come directly from the person it is about
- Statistical - numbers of things e.g. population figures, number of young people achieving qualifications; such information doesn't identify individuals

More specifically, we may collect and hold:

- details about your needs in all areas of your life (e.g. your care and unmet needs)
- details of family relationships in and outside of your household and names and contact details of your close relatives and/or carers
- details of any other services you are receiving
- information used to assess your situation, such as assessments and reports
- things that other organisations (such as health or schools) tell us to help us understand your situation and needs and co-ordinate your care services more effectively
- Recordings of any visits or contact you have made or we have made with you.
- your legal status

We collect the above information to enable us to:

- carry out specific functions for which we are responsible as the children’s service of the local authority, including to help us assess and identify any unmet needs
- derive statistics which inform decisions around services for children and families
- assess performance and to set targets

**Legal Basis**

Usually, we collect and hold your information to enable us to comply with a legal obligation or because we are acting in the public interest or exercising our official authority. For example, Section 10 of the Children Act 2004 places a duty on key people and bodies to cooperate to improve the wellbeing of children and young people. This includes the sharing of information, where appropriate, to make the best decisions for children and young people at risk.

If we are entering into a contract with you it will be necessary for us to process your data for this purpose.

If we decide we need your consent to process your data we will contact you separately about this.
If we believe there is another legal basis for processing your personal data we will advise you of this at the time we collect the data from you.

**Information sharing/recipients**

All employees have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality.

Any records we hold on you (computer and paper files) can only be seen by authorised staff. Looked after Children’s Services is made up of various professionals and various systems where we will store information. Our main teams include:

- Looked after Children’s Social Work Services
- Next Step, Leaving Care
- Fostering Service
- Residential Services
- Other internal teams who provide service to children and young people.

In addition to the above the following teams may also have access to information:

- Complaints Team
- Legal Services
- Information Governance Team
- Finance

We also need to share information about you. The main reason for sharing information is to enable you/your family to receive better integrated services from us. This may be with partner agencies from across the education, health, justice and care services (e.g., schools, colleges, universities, police, health, LAC nursing, YOS).

We may also share information with providers that we commission to deliver services on our behalf, e.g., Barnardos.

Sometimes we need to share your information with other local authorities, local government agencies and central government.

Where any information is shared, we ensure that secure means are employed and that processes are agreed and documented where appropriate in information sharing agreements.

Please note that unless we are required to share information by law, all organisations we pass your information to will have an agreement with us to ensure they meet the required standards set out by legislation.

We may also use your information in an anonymous form (with any identifiable data relating to you removed), for performance monitoring, service improvement and statutory returns.

**Categories of Personal Data**

The majority of data that we receive will be information that you have provided us with. Depending upon the nature of the service, we might also seek information off partner agencies from across the education, health, justice and care services (e.g., schools, colleges, Universities, police, health, school nurses and YOS).
Automated Decisions
Your information will not be used for any automated decisions. We may use some of your information to better target services to your needs.

Data retention/criteria
We are required by law to keep records for varying lengths of time depending on individual circumstances, e.g. 75 years for Looked after Children records and 100 years for Adoption Records.

How your information is stored
We have a range of information that is stored in different ways. Most of our information is stored electronically in our case record systems, e.g. Carefirst. This system has authorised user access, so only certain staff have permission. All information is treated with confidence and respect. There are clear rules and guidance about storing, recording and sharing information and all relevant staff receive training on this.

What happens if you don’t provide us with your information
Whilst the majority of children looked after information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

When a child is received into the care of the Local Authority it is either due to:
- parental agreement/request (so the parents volunteer their basic details).
- safeguarding concerns (so agencies can share information about the family without their consent).

Where services are optional, you will be asked to sign a consent form and will have the option to withhold or withdraw your consent. However, if you do not provide us with information, we will not be able to deliver support to meet your needs.

Will the Information be transferred abroad?
There may be cases where we need to liaise with foreign authorities, eg, when a child moves abroad or we need an enhanced reference if you have previously lived abroad. We will ensure Safeguards are put in place to protect the data.

Your rights
Under the Data protection Act you have the right to ask the Council what information it holds about you, what the council is using the information for. You can ask for copies of the information held though there is strict guidance about this and you will not be able to see your information immediately. You have a number of rights regarding your personal data, including withdrawing your consent where we have asked for it. You can also ask for a copy of the information we hold about you and ask us to correct anything that is wrong. For detailed information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your information please go to https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-legislation/ and visit the guide to exercising your rights.