Service Name: Salford Local Authority Designated Officer (LADO) and allegations against professionals working with children.

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.

This notice provides additional privacy information for: Salford Children and Families

Purpose(s)

We collect your personal information for the following purpose(s):

- To conduct investigations into allegations levelled against professionals working with children
- To undertake child safeguarding measures

Categories of personal data

In order to carry out these purposes we process the following categories of personal data:

- Name, address, contact details
- Date of birth
- Ethnicity and nationality (special category information)
- Health and social care information (special category information)
- Related police record information, proceedings and information gathered during child protection processes (special category information)
- Employment information

Legal basis for processing

The legal bases under Article 6 of the GDPR for processing your personal information is:

(c) Legal Obligation: processing is necessary for compliance with a legal obligation to which the controller is subject in accordance with the following:

- Children Act 1989 and 2004
- Children and Social Work Act 2017

(e) Public Task: 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, in accordance with the following:

- Working Together to Safeguard Children 2015 and 2018
- Keeping Children Safe in Education 2016

The legal basis under Article 9 of the GDPR for Processing special category data is:

(b) Social security and social protection law: Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

(h) Assessment of the working capacity of the employee: Processing is necessary for the purposes of the assessment of the working capacity of the employee, the provision of health or social care or treatment or the management of health or social care systems

Effective Date: June 2020

Version: 1
Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Employer of the alleged perpetrator
- Children's social care services
- Health services
- Adult social care services
- Police and probation services
- Schools, colleges or other education providers and regulatory bodies
- Other Local Authorities
- Care Quality Commission
- Crown Prosecution Services

Data Transfers beyond European Economic Area (EEA)

The council stores and processes all data in the UK.

Automated Decisions

No automated decisions are made

Data retention/criteria

<table>
<thead>
<tr>
<th>Content/Type</th>
<th>Scenario</th>
<th>Timescale for Review</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts, Initial Considerations and Referrals that do not progress</td>
<td>All contacts, initial considerations and referrals into LADO where it is clear that there is no evidence to substantiate the allegation.</td>
<td>Review 10 years from the date of closure</td>
<td>All information will be deleted and destroyed</td>
</tr>
<tr>
<td>Malicious, False or Unfounded</td>
<td>All cases that progress to strategy meeting whereby the allegation is found to be Malicious, false or unfounded.</td>
<td>Review after 10 years from the date of closure</td>
<td>If no additional information or evidence is brought to light during this period, the information will be deleted and destroyed.</td>
</tr>
<tr>
<td>Unsubstantiated</td>
<td>All cases that progress to strategy meeting whereby the allegation is found to be unsubstantiated.</td>
<td>No date for review.</td>
<td>These records should be retained until the alleged perpetrator reaches the age of 100 years. Following this time they should be deleted and destroyed.</td>
</tr>
<tr>
<td>Substantiated</td>
<td>All cases that progress to strategy meeting whereby the outcome is found to be substantiated.</td>
<td>No date for review.</td>
<td>These records should be retained until the alleged perpetrator reaches the age of 100 years. Following this time they should be deleted and destroyed.</td>
</tr>
</tbody>
</table>

This policy has been drawn up by the North West LADO group to provide guidance to LADO’s and other agencies around the retention of information that is collated by LADO’s. The policy is considered in line with Greater Manchester Retention Policy: https://greatermanchesterscb.proceduresonline.com/chapters/t_retention_records.html

Your rights

Information about exercising your rights can be found on the council’s website Exercising Your Rights

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation