

Wandsworth Children's Services Privacy Notice



Why we keep information about you

- We keep information about you to help make sure that you get the right care at the right time in the right place.

What types of information we hold about you

- Name - Age - Address - Phone number
- Date of birth - Gender – Ethnicity
- Disability - how we support you.



What the law says



- We must give you this information by Law. The law is called the Data Protection Act (DPA), which sets out how we follow the General Data Protection Regulation (GDPR).
- The law says we must make sure your information is correct, used properly, kept safely and only kept for as long as we need it
- The law says we can only keep personal information if we need it to support you properly, stop bad things happening, keep you safe and provide you with health services
- If you want to learn more, the most important laws are the Data Protection Act 2018, General Data Protection Regulation 2018, the Human Rights Act 1998, and the Freedom of Information Act 2000.

How we use your personal information

- We will use the information to help us make sure you and your children have the right support, find out what support people in different areas need, tell you about our services, make sure we spend our money properly
- We will use this information to make a computer record about you and your health and social care needs.

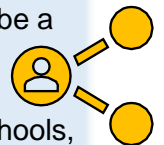


YOUR data works for YOU.



Who we share your personal information with

- We only share your information with other people if you might be a danger to yourself or someone else or if the law says we must share the information with another organisation
- Organisations we could share your information with include schools, doctors, housing services, government organisations, or the police.



Why we share information

We can share your personal information with a number of organisations such as:

- doctors so they can provide care
- social workers involved in your care
- the NHS so they can plan for new services



South West London
Clinical Commissioning Group

How long we keep it for

- All members of staff have a legal duty of confidentiality to keep your information strictly confidential
- “only kept for as long as we need it”
- “only keep for as long as legally permitted”
- We destroy all records securely.



How will we keep it secure and confidential



- We have security in place to help stop information from being lost or used in the wrong way
- We limit access to your personal information to the people who need it to make sure you get the right care and support
- Those who must use the information will do so confidentially.

What to do if you are not happy

If you complain about the Council we will:

- use your information to look into the complaint
- say who you are if you complain about another organisation or service. It might be difficult to look into things if you do not want us to say who you are
- if you complain for someone else we will check who you are and if they want you to do this.

Your rights!

- ! You can see the data we hold on you if you want
- ! You can ask us to stop using your data
- ! You can complain if you are not happy

Please Contact us!

Our Data Protection Officer:

Email DPO@richmondandwandsworth.gov.uk

Telephone 020 8831 6328

For more information go to [our website](#)



Information Commissioner:

The Information Commissioner's Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 0303 123 1113 or 01625 545745

Information Commissioner's Office website
(www.ico.org.uk)