

Children and Families Privacy Notice



1. Who we are:

We are the council for all parts of North East Lincolnshire and we offer lots of services for children and families including social care, adoptions and fostering. We also help you with your children's health and we run your local family hub.

2. Why we keep personal information about you?

We aim to give you the best possible care. To do this we must keep records about you and the care and services we offer you.



3. What information do we keep about you?

The information we hold may include your name, where you live and your next of kin, times that we have cared for you or when you have visited us or services that we offer you. This includes notes about you, your health and also to provide activities at your family hub or offer careers advice.



4. How do we collect information about you?

We hold information that you tell us and we hold information others, such as your family, tell us. We also hold information from other organisations such as your school or your Doctor if they tell us. We use this to provide our care or services to you.



5. How do we use your information?

We hold information about you so that we can deliver our care and services including health and social care.

Who do we share your information with?

Sometimes we have to share information we have about you. For example:

- the court has asked for information
- the Police have asked for information to investigate a crime
- when our services are inspected
- sometimes we may need to share your information if you are at risk of harm or may be causing harm to others
- when you take part in some of our activities – such as a climbing wall or youth work
- to help your school teach and look after you



6. How long do we keep your information for?

We keep your information as long as it is needed to help you, or for as long as the law needs us to.



7. Who can see your information?

Your information is only seen by people who work for us such as a social worker or school admission staff.



8. Your Rights

- We only keep information about you that we really need. We do not share it unless we have to
- The law gives you the right to know what information we hold about you and to have a copy of this information
- There are some other rights you have such as having incorrect information about you corrected.

For more information visit www.nelincs.gov.uk/council-information-partnerships/information-governance/data-protection/

If you want to talk to us about how we use your information you can call 01472 323372 or email transparency@nelincs.gov.uk

