

# Privacy Notice

## How we use children in need and children looked after information

This privacy notice explains how we collect, use, share and protect personal information relating to children in need, children looked after, care leavers, and where appropriate their parents or carers.

## The categories of personal information we process

We process the following categories of personal information:

- personal details such as name, date of birth and address
- personal characteristics such as sex, ethnicity and disability
- information relating to episodes of being a child in need, including referral details, assessments, Section 47 enquiries, Initial Child Protection Conferences, Child Protection Plans and Children in Need Plans
- information relating to episodes of being looked after, including placement details and key dates
- outcomes for looked after children, including health and dental checks, Strengths and Difficulties Questionnaire scores and offending information
- adoption information, including dates of key court orders and decisions
- care leaver information, including accommodation type and activity or participation

We may also process additional information such as:

- relevant medical information
- special educational needs information
- behavioural or support information

This list is not exhaustive. Further details of the information we process can be found in our full privacy notice or data asset register, available on our website.

## Why we collect and use this information

We use this information to:

- support children and young people and monitor their progress
- provide appropriate care, protection and pastoral support
- meet our statutory safeguarding and corporate parenting duties
- assess, monitor and improve the quality of our services
- evaluate and improve children's social care policies and practice

## Lawful basis for processing

Under the UK General Data Protection Regulation and the Data Protection Act 2018, the lawful bases we rely on for processing this information are:

- legal obligation
- public task

This includes duties under, but not limited to:

- the Children Act 1989
- the Children Act 2004
- the Education Act 1996

Where we process special category personal data, this is done in accordance with Article 9 of UK GDPR, specifically for reasons of substantial public interest, safeguarding children and individuals at risk, and the provision of health or social care.

### **Collecting this information**

We collect information through a range of sources, including:

- referrals and assessments
- social care records and case management systems
- information provided by children, parents or carers
- information shared by schools, health services and partner agencies

Most of the information we collect is required to meet our legal duties. Where information is optional, we will make this clear at the point of collection.

### **Storing personal data**

We store personal data securely and retain it only for as long as necessary, in line with our data retention schedule.

Details about how we keep information secure and how long we retain data are available in our data protection and retention policies on our website.

### **Who we share this information with**

We routinely share information with:

- the Department for Education
- schools and educational settings
- health services including the NHS
- partner agencies and support services

### **Why we share this information**

We only share information where the law allows or requires us to do so, or where it is necessary to safeguard children and young people.

## Department for Education

The Department for Education collects personal data from local authorities through statutory data collections. We are required to share information about children in need and children looked after for these purposes.

For example, data is shared under:

- Section 83 of the Children Act 1989
- The Education (Information About Individual Pupils) (England) Regulations 2013

All data is transferred securely and held by the Department for Education in line with government security standards.

Further information about how the Department for Education uses this data is available at: <https://www.gov.uk/government/publications/privacy-information-children-and-young-people-under-18/privacy-information-children-and-young-people-under-18>

## Your rights

Under UK GDPR, children, parents and carers have rights including:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure, where applicable
- the right to restrict processing
- the right to object in certain circumstances
- rights relating to automated decision making
- the right to complain to the Information Commissioner's Office

Some rights may not apply where processing is based on legal obligation or public task.

To make a request or raise a concern, please contact the local authority Data Protection Officer.

## Complaints

If you are unhappy with how your personal data is being used, please contact us first. You also have the right to raise a concern with the Information Commissioner's Office.

## How government uses your data

Data shared with the Department for Education helps to:

- develop national policy
- manage local authority performance

- allocate funding
- identify and promote good practice

## **National Pupil Database**

The National Pupil Database is owned and managed by the Department for Education and contains information collected from schools, local authorities and awarding bodies. It is used for research and statistical purposes to improve outcomes for children and young people.

Further information is available at:

<https://www.gov.uk/government/publications/national-pupil-database-npd-privacy-notice>

## **Accessing data held by the Department for Education**

You have the right to request access to personal data held by the Department for Education by making a subject access request. Further information is available at:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

## **Contact details**

If you have any questions about this privacy notice, please contact:

## **Last updated**

This privacy notice was last updated on January 2026.