

Executive Services – Safeguarding

Privacy Notice (How we use your information)

The categories of information that we collect, process, hold and share include:

- personal information including name, address, date of birth, nationality, gender, ethnic origin, religion.
- Any medical information- mental and/or physical health and NHS number
- Any information relating to contact with other professionals e.g. health visitor, carer, school, early help worker, GP, nurse etc.
- Information relating to other household members or relevant associates, which might include their relationship, date of birth etc

Why we collect and use this information

We use your data to:

- Record any safeguarding alerts/concerns to ensure that people are safeguarded with appropriate referrals made to the relevant authorities, to protect vulnerable people from harm.

The lawful basis on which we use this information

We collect and use your information for the purposes of carrying out statutory functions under legislation relating to safeguarding, including The Children Act 2004 and the Care Act 2014.

Collecting this information

Whilst the majority of the 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.

Storing this information

We hold your data for as long as is necessary to ensure people are protected from harm.

Who we share this information with

If necessary to ensure people are safeguarded, we share this data with other relevant professionals, including the police, GPs, Social Services, Youth workers, schools etc. Any sharing of data will be in accordance with the Kent & Medway Information Sharing Agreement.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>