Privacy Notice

Who we are and what we do

The Birmingham Safeguarding Children Partnership (BSCP) has a statutory duty to co-ordinate how agencies work together to safeguard and promote the wellbeing of children and young people in Birmingham and to ensure the effectiveness of the safeguarding arrangements.

The Partnership which is made up of senior representatives from the key statutory and voluntary organisations that have responsibility for delivering services to children or have regular contact with children.

Safeguarding children and young people means keeping them safe from neglect and abuse. Anyone who comes into contact with children and families has a responsibility to safeguard and promote their welfare. Professionals have a duty to do so. Safeguarding and promoting welfare means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring children and young people are growing in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances
- Conducting local child safeguarding practice reviews

BSCP collects and processes personal data relating to anyone accessing our service. This would include, but is not limited to:

- employees
- external customers
- persons contracted to provide a service
- complainants, enquirers or their representatives
- professional advisers and consultants
- representatives of other organisations

BSCP is committed to being transparent about how it collects and uses your data and to meeting its data protection obligations.

BSCP is a Data Controller under data protection legislation. We will comply with the data protection principles when gathering and using personal information.
What personal data does BSCP collect?

The BSCP collects and processes the following information about you:

- Your name,
- work address
- work contact details (including work email address, Line Manager’s email address and work telephone number)
- If you are a private applicant this will include your name, address and contact details, including email address and telephone number
- Information about medical or health conditions, including whether or not you have a disability for which BSCP needs to make reasonable adjustments

How is this data collected?

BSCP will collect this information in a variety of ways. For example, data might be collected through an on-line application to attend training, following completion of training and through training evaluation tools.

Why does the Safeguarding Children Partnership process your personal data?

BSCP has a statutory duty to co-ordinate how agencies work together to safeguard and promote the wellbeing of children and young people in Birmingham and to ensure the effectiveness of the safeguarding arrangements.

Section 14 of the Children Act 2004 as amended by the Children and Social Work Act 2017 provides the legal powers which allow BSCP to undertake the above, specifically;

(1) The objective of a Local Safeguarding Children Partnership established under section 13 is -
(a) to co-ordinate what is done by each person or body represented on the Partnership for the purposes of safeguarding and promoting the welfare of children in the area of the authority by which it is established; and
(b) to ensure the effectiveness of what is done by each such person or body for those purposes.

BSCP also needs to process your data in order to maintain the service that we provide which includes, but is not exclusive to; providing training, evaluating the quality of the training and providing frontline practitioners with information which will be pertinent to the wider safeguarding agenda.

When providing training we process personal data to:

- Contact delegates booked onto training for a variety of reasons such as to inform them of the cancellation of training.
- Maintain accurate training records.
- Obtain information relating to any type of disability you may have, to ensure that we comply with making reasonable adjustments where possible for those in attendance to training.
• Provide quarterly reports for nominated agency representatives regarding attendance at training.
• Ensure effective general Learning and Development and business administration.
• Provide training records on request for current or former employees and external businesses.
• To produce workforce development and training strategies.
• Be able to send frontline practitioners information about safeguarding legislation, local processes, policies and procedures and information in respect of significant safeguarding issues.

Lawful Bases for Processing

The lawful bases for processing personal data for our statutory safeguarding function can be found in Article 6 of the GDPR:

• necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
• necessary to comply with a legal obligation

The lawful basis for processing ‘special category’ personal data can be found in Article 9(2)(b) and Article 6(1)(b) of the GDPR:

• 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;
• necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Where will your personal data be stored?

Your personal data will be stored securely within the EEA and data will not be transferred outside of the EEA unless the specific requirements of the data protection legislation governing such transfers are met.

Who has access to your personal data?

Your information may be shared internally within your agency and or with partner agencies.

How does the Safeguarding Children Board protect your personal data?

BSCP takes the security of your personal data seriously. BSCP follows internal policies and controls which are in place to ensure that your data is not lost, accidentally destroyed or disclosed. Some of the ways in which BSCP protects your personal data include:
• Implementing appropriate technical and organisational measures to protect the confidentiality, integrity and availability of personal data and information.
• On-going continuous review of security.
• Regular review of BSCP information assurance and security policies and procedures.
• On-going training and awareness for staff on information governance and security.
• Alignment with Codes of Conduct, certification schemes and government guidance, including the HMG Security Policy Framework, government baseline security standards and the National Cyber Security Centre (NCSC).
• Use of the government Supplier Assurance Framework and Crown Commercial Services frameworks when working with suppliers and third parties.
• Regular review of security and cyber risks.

Where BSCP engages third parties to process personal data on its behalf, they do so under contract and on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and comply with data protection legislation.

How long does BSCP keep your personal data?

We will not keep your information any longer than needed. The length of time will vary and will be guided by either legislation which states how long records should be retained (e.g. adoption records 100 years, financial records 6 years) or by the business need to keep the information which will vary. Your training record will be held for 4 years following the completion of a training course. Queries or a request for any other information regarding your training record can therefore only be answered if it falls within this period. Retention of personal data is in line with BSCP-Record Retention Schedule May 2017.

Your rights

You have certain rights in relation to the personal information we hold about you. In particular, you may have a:

• Right to be informed – you have a right to be told how BSCP uses your personal data. The Partnership communicate the right to be informed via this privacy notice.
• Right of access – you have the right to request a copy of the information that we hold about you.
• Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
• Right to erasure (right to be forgotten) – in certain circumstances you can ask for the data we hold about you to be erased from our records.
• Right to restrict processing – where certain conditions apply to have a right to restrict the processing.
• Right of data portability – you have the right to have the data we hold about you transferred to another organisation.
• Right to object – you have the right to object to certain types of processing such as direct marketing, the performance of a legal task and scientific or historical research.
• Right to object to automated processing, including profiling.
• The right to withdraw consent - If the legal basis for our processing of your personal information is consent then you have the right to withdraw that consent at any time.

Contact information

If you wish to contact us in relation to any of your information rights or how your personal data is processed by BSCP, please email BSCP.contactus@birminghamchildrenstrust.co.uk or contact Simon Cross: BSCP Business Manager on 0121 464 2612