

## **Cardiff Council Sharing of Personal Data in Respect of Children Receiving Care and Support for Parents / Carers**

### **Why we are providing this notice to you**

Cardiff Council require your personal data to perform specific tasks relative to Children Receiving Care and Support, in line with public interests.

This notice is designed to give you information about the data we hold about you and the child/ren in your care, how we use it, your rights in relation to it and the safeguards that are in place to protect it.

### **What personal data we hold, and how we obtain it**

During the course of our involvement with a child in your care, we collect a variety of information;

- Their name, address and date of birth
- their needs and circumstances
- professional opinions
- staff supporting them
- when and where staff met with them
- what the meetings were about and what happened in them
- information that their carer / other people they know have given to us
- information provided by other services working with the child, e.g. Health, Education, care workers and voluntary agencies

### **How we will use your personal data**

We will use this information to make sure that:

- staff supporting the child have accurate, up to date information to help decide the best possible support for them
- there are accurate records when we review their care and support
- any concerns can be properly looked into if you have a complaint
- they only have to give their information once

### **How long we keep your personal data**

Under data protection law, we will only keep your personal data for as long as we need in order to fulfil the purpose(s) for which it was collected.

More details can be found on the Council's retention schedule;

<https://foi.cardiff.gov.uk/eng/Pages/OpenData.aspx?Sort=C>

### **Sharing information between services**

Sometimes we have to share personal information without asking the individual. This can happen;

- for legal proceedings when a Court Order is made
- if there is a risk of harm or abuse to the child or other people
- where the child is unable to give consent at any time, for example because of a physical or mental health condition

- to assist the authorities with the prevention / detection of a crime or the prosecution of offenders, or the assessment / payment of tax

Each year the Welsh Government (WG) collects information about children for the Children Receiving Care and Support and Looked After Children returns from Local Authorities across Wales. The WG has access to the data of children receiving services from local authorities. You, as either the parent or carer of such a child, or as a child yourself over the age of 12, have the right to be informed about the processing and uses of this data by WG. Further information about how the Welsh Government uses this information is available below and at <http://gov.wales/statistics-and-research/local-authority-social-services-data-collections/?lang=en> or by contacting the Council.

The information sent varies each year, but will include personal characteristics and details of social care services provided. If a child has a Unique Pupil Number (UPN) that will be included in the Children Receiving Care and Support Census. This UPN lets the Welsh Government match each child's care and education information. The Welsh Government does not use the child's name in this exercise, nor take any action in relation to individual children nor identify them in reports.

You can ask the Welsh Government for a list of data items in the Wales Children Receiving Care and Support Census.

### Sharing your information with Welsh Government

Some of the information held about you will be shared with the Welsh Government. This will help them to carry out research to improve the care and support provided to you and other people in Wales. The information will be shared lawfully and will only be used by the Welsh Government for research in support of official business.

#### What information will be shared with Welsh Government?

<p>Some personal information about you, such as:</p> <ul style="list-style-type: none"> <li>✓ date of birth</li> <li>✓ gender</li> <li>✓ ethnic group</li> <li>✓ disability status</li> <li>✓ other health information</li> <li>✓ Basic details of the care or support provided to you</li> <li>✓ Information from your school about your education</li> </ul>	<ul style="list-style-type: none"> <li>✗ Your name will not be shared</li> <li>✗ Names of your family and/or carers will not be shared</li> <li>✗ Your address will not be shared</li> </ul>
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#### How will my information be used by Welsh Government?

<ul style="list-style-type: none"> <li>✓ To help with planning services for people in Wales</li> <li>✓ To measure how well services are being provided so that they can be improved</li> <li>✓ To help conduct research into people's well-being - this may involve combining it with other information, e.g. health or education data</li> </ul>	<ul style="list-style-type: none"> <li>✗ No action will be taken in relation to you personally</li> <li>✗ You will not be identified in any reports</li> <li>✗ Information will never be shared or combined in a way that could lead to you being identified</li> </ul>
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## What are my rights relating to the use of my data?

<ul style="list-style-type: none"><li>➤right to be informed (this notice)</li><li>➤right to access the personal data Welsh Government holds on you</li><li>➤right to rectify any inaccuracies in that data</li><li>➤right to (in certain circumstances) object or restrict processing of your information</li></ul>	<ul style="list-style-type: none"><li>➤right to (in certain circumstances) for your data to be 'erased'</li><li>➤right to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection</li></ul>
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## Is my information secure?

The information shared with Welsh Government will be sent and stored securely. It will only ever be shared with others under careful controls, to ensure it is only used in the ways listed here.

## Is collecting the data lawful?

Welsh Government are collecting these data using powers set out in legislation and to ensure we are able to fulfil public functions and statutory requirements.

## How long will you keep the data?

Welsh Government will keep the data until the child / adults 25<sup>th</sup> birthday. After this point the data will be anonymised and continue to be used only for statistical and research purposes.

## Further information

For a full description of the information being shared with Welsh Government; your rights and the relevant legal information; and complaints, please use the link below, or write to us via the address below.

<http://gov.wales/statistics-and-research/local-authority-social-services-data-collections/?lang=en>

Data Collection Team  
Knowledge and Analytical  
Services  
Welsh Government  
Floor 4 South, CP2, Crown  
Buildings  
Cathays Park  
Cardiff  
CF10 3NQ  
email: [stats.pss@gov.wales](mailto:stats.pss@gov.wales)

## **Keeping your information confidential**

The Council have a legal duty to keep your information about you and the child/ren in your care confidential and secure. If we need to share information about you or your child/ren we will:

- tell you why we need it
- ask only for what we need, and not collect too much or irrelevant information
- protect it and make sure nobody has access to it who shouldn't have
- let you know whether we share it with other organisations to give you better services, and whether you can say no
- make sure we don't keep it longer than necessary

## **Your Rights**

As a data subject, you have many rights regarding your personal data. These include;

- Right of access
- Right to rectification
- Right to erasure
- Right to the withdrawal of consent
- Right to data portability
- Right to the restrict processing
- Right to object
- Rights in relation to automated decision making and profiling.

## **Withdrawing Consent**

If we are relying on consent to process your data, you can request to withdraw consent or restrict / object to some elements of the processing. The council does not rely on consent in most cases because it has legal requirements to do certain tasks. For example, processing planning applications, collecting council tax payments and social work tasks are based on legal requirements, not on consent.

## **Contacting us / Data Protection Officer**

Please contact the Data Protection Officer for further information.

Data Protection Officer  
Information Governance Team  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

[dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)

## **Further Information**

For further information please refer to the [Council's Full Privacy Notice](#)