

**Privacy Notice for Early Help  
and Supporting Families  
National Insights Data  
Collection**



**Nottingham City Council  
Information Compliance**

**Service Area: Analysis and Insight  
Directorate: Finance and Resources  
PN-0352**

**12/2023**

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The Analysis and Insight team are part of Nottingham City Council who is the data controller for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Returning pseudonymised, family level data to central government to meet the requirements of the Supporting Families programme.

The Early Help data collection aims to collect data on all families worked with by early help services in all 152 upper tier local authorities in England bi-annually to better understand issues faced by families and the long-lasting positive change they have achieved.

Insights from this research will enable central government and local authorities to resource and commission support more effectively and target specialist support at specific problems (thereby increasing the impact and value for money of existing programmes) and provide essential inputs to future policy discussions on the shape of early help and children's social care and the response to the Care Review

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

### **What personal information will the Council process?**

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- First name
- Surname
- DOB
- Unique reference number
- Address
- Family make up

However, none of this data will person identifiable when submitted to central government. Instead, data will be pulled together under a newly created 'Family ID' which will mean the information cannot be linked to an identifiable individual.

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin (reported at a non-person-identifiable aggregated level)
- Physical or mental health

### **Lawful basis for processing**

The basis under which we use your personal information for these purposes is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council'.

This is a result of the powers or duties contained in:

- The Children Act 1989 (Part III, sections 17 and 47)
- The Children Act 2004 (section 10 and section 11)
- Education Act 2002 (section 175)
- Education Act 1996 (section 13)
- School Standards and Framework Act 1998 (sections 117-124)
- UK General Data Protection Regulations
- Data Protection Act 2018
- Child Care Act 2006
- Apprenticeships, Skills, Children and Learning Act 2000
- Section 1, Localism Act 2011
- Local Government Act 1972
- Crime and Disorder Act 1998 (section 115)

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest for statutory and government purposes and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is for substantial public interest for research and health and social care processes.

**Will my information be shared with other organisations or used for other purposes?**

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your pseudonymised personal information with:

- **Central Government Department for Levelling Up, Housing and Communities**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

### **Do I have to provide the information?**

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data, we will not be able to comply with the requirements of central government, impacting our ability to deliver the appropriate interventions to support families.

### **How long will the Council retain the data for?**

The information that you have provided will be kept for 6 years (subject to review) in line with its retention schedule in the Council's Information Asset Register.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>.

### **Information Rights**

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

### **Data Protection Officer**

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,  
Station Street,  
Nottingham,  
NG2 3NG

or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

### **Information Commissioner's Office**

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at [www.ico.org.uk](http://www.ico.org.uk). You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,  
Water Lane

Wilmslow,  
Cheshire  
SK95AF

[www.ico.org.uk](http://www.ico.org.uk)

### **Further Information**

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .