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**Specialist Short Breaks Team Privacy Notice**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

**1. Who we are.**

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller’s representative. Contact details:

Arielle Jardenico, Short Breaks Support Manager

Telephone: 01924 306065

Email: sendshortbreaks@wakefield.gov.uk

c) The Council’s Data Protection Officer is the Corporate Information Governance Team Manager. Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

**2. How we use your data:**

The Specialist Short Breaks Team will hold the following information on children and young people who are being assessed for Short Breaks:

* Name
* Date of Birth
* Gender
* Nationality/Ethnicity
* Address
* Parent/Carer contact details (email address and/or phone number)
* School
* Primary and Secondary Needs
* Likes and Dislikes of the child/young person
* Child and Family/Short Breaks Assessment

The information listed above will be collected by the Short Breaks Assessment Team and/or Children with Complex Care Needs Team and shared with the Short Breaks Support Team (appendix 1) and the Children’s Commissioning Team. Prior to this being shared with us the parent/carer will have sight of the completed assessment which holds all of the information listed above.

The above mentioned information will initially be presented to members of Short Breaks Panel who will review the information to determine if:

1. The young person is eligible for Short Breaks
2. If the practitioners recommended package (hours and provision) is suitable for the child

Short Breaks Panel includes internal and external representatives from Health, Social Care, Commissioning, Finance and Education and Inclusion.

The information is crucial in allowing us to source suitable Short Breaks provision for each child who has been discussed at Short Breaks Panel and awarded a personal budget. In order to implement the agreed support we will share the young person’s information with approved Short Breaks providers. The child’s information will be passed on to the relevant providers based the provision agreed at Short Breaks Panel (appendix 2). On occasions when approved providers cannot meet a child’s needs we may forward their information on to providers not registered in the council. Information will be treated with the strictest confidence and only accessible to those who need to access it for the purpose of providing Short Breaks support.

The Short Breaks Support Team will also collate a completed ‘All About Me’ Form from families to share with commissioned short break providers.

Any information shared with external parties is sent securely via Crypt Share using a set password that is only shared via telephone.

All information is stored securely in a shared drive and in Liquid Logic which is the Council’s social care data management system. The system is secure and can only be accessed via identified practitioner’s devices using a username and password.

Should you choose not to provide any of the information listed above to the Short Breaks Assessment Team and/or Children with Complex Care Needs Team they may not be able to carry out a thorough assessment of the child’s needs. This means that The Short Breaks Support Team may not be able to identify a suitable provider for your child or young person’s Short Breaks support.

**3. What authority does the Council have to collect and use this information?**

Under the Data Protection Act 2018 the Council has a legal obligation to respond to requests from data subject for access to the information the Council holds about them.

**4.** **How long will we keep your data?**

We will keep the child’s data for as long as they are in receipt of Short Breaks support. Once support ceases we will discard any personal information 3 years after the cease date. Short Breaks support will only cease when:

* The young person turns 18 years old
* Circumstances have changed and the young person is no longer deemed eligible
* Moved out of district
* Parent/carer request

**5. Your rights and your personal data**

Under the GDPR you have the following rights:

**Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

**Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

**Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner; please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller’s representative as shown in section 1b.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.