



## **Your Data Your Rights-**

### **Local Offer**

#### **Service Specific Information**

##### **What information do we need?**

We will ask for publicly available information about the services or support you provide and how the public can contact you, as well as how they access your service(s).

Additionally, we will ask for details of a Page Owner which will include:

- name;
- direct contact email address

##### **Who can see these details?**

We take your privacy seriously and will only use your information in the way we have said in these notes with your consent. The majority of information you provide on the e-form, or paper application, is published on the Local Offer website and will be available for all website users to see. The information you provide on the Page Owner section will not be shared publicly on the Local offer website. It is kept on a secure, protected database and day to day access to the full information is restricted to the Barnardo's Staff working on the Local Offer Website. Additionally, the information may be shared with Wakefield Council, who are the owners of the Local Offer Website.

Any information given to us is covered by the General Data Protection Regulations (GDPR). This replaced the Data Protection Act 1998 on 25 May 2018 and it made some changes to the way we can collect and use your details.

This helps to:

- keep your data secure;
- make sure it is only used for the reason you have given consent for; and
- make sure only the most up to date contact information is used.

## **What will my information be used for?**

Page Owner details will be used to contact you periodically to remind you to review the information you have provided for the Local Offer Website.

Your information may be used by Barnardo's to invite you to events about the Local Offer. These events take place to give people the chance to find out more about what is available face to face. It also gives services the opportunity to meet with families and young people to find out more about their needs and potentially allow for new services or support to be developed.

The Page Owner details may be shared, as appropriate, with Wakefield Council to enable the Council to undertake ad hoc "quality checks" from organisations as a contract management tool. Additionally, all Page Owners details will be returned to Wakefield Council at the end of the Barnardo's contract term to administer the Local Offer Website.

For further information please see Barnardo's Privacy Notice – [https://www.barnardos.org.uk/privacy\\_statement.htm](https://www.barnardos.org.uk/privacy_statement.htm)

## **What will happen to your data when we are no longer working with you?**

Your information will be kept on the website as long as the offer you are displaying is relevant. Your personal details that are not available to the general public will be kept as long as you are the link person. We will check annually to ensure the offer is still relevant and we have the most up to date contact details – where these need changing any that are no longer required/up to date will be destroyed.

## **Subject Access Requests**

You are entitled to request a copy of the data that Barnardo's holds about you. This is available at no charge to you. Please make your request in writing to –

Emma Anderton (WESAIL Team Manager)

Wakefield WESAIL

Castleford Civic Centre

Ferrybridge Road

Castleford

WF10 4JH

If you would like more information please look at our privacy notice –  
[https://www.barnardos.org.uk/privacy\\_statement.htm](https://www.barnardos.org.uk/privacy_statement.htm)

And/or contact -

**Barnardo's Data Protection Officer**

**Martine King**

**Barnardo's**

**Tanners Lane**

**Barkingside**

**Ilford**

**Essex**

**IG6 1QG**

**Email [dpo@barnardos.org.uk](mailto:dpo@barnardos.org.uk)**