

**Hampshire County Council**  
**Hampshire Safeguarding Children Partnership (HSCP)**  
**Privacy Notice**

### **Why do we collect and use this information?**

Hampshire County Council is the Data Controller for the purpose of collecting and using information from parents/carers, Hampshire County Council staff and Statutory Safeguarding Partners [www.hampshirescp.org.uk](http://www.hampshirescp.org.uk), Relevant Agencies, relevant persons and bodies of the Hampshire Safeguarding Children Partnership (HSCP). This information is used to fulfil our roles and statutory functions including developing local safeguarding policy and procedures and scrutinising local arrangements.

We collect information about children and families, member agencies of the HSCP, and other key agencies involved in providing support to children and families in Hampshire. We hold this personal data securely as per data protection legislation and use it to:

- manage the membership of the HSCP and its associated subgroups, including communicating with them;
- develop policies and procedures for safeguarding and promoting the welfare of children in Hampshire;
- communicate to persons and bodies operating in Hampshire, the need to safeguard and promote the welfare of children and raising their awareness of how this can best be done and encouraging them to do so;
- monitor and evaluate the effectiveness of what is done by the authority and our Statutory Safeguarding Partners and Relevant Agencies individually and collectively to safeguard and promote the welfare of children and advise them on ways to improve;
- assist in the planning of services for children in Hampshire;
- undertake Child Safeguarding Practice Reviews and advise Hampshire County Council and our Statutory Safeguarding Partners and Relevant Agencies on lessons to be learned;
- undertake other types of reviews, such as; Partnership workshops, local learning reviews
- undertake multi-agency audit activity, such as case file audits;
- provide training courses, forums and briefings, including pre and post evaluation;
- carry out staff surveys for monitoring and evaluation purposes;
- undertake statistical and financial forecasting and planning;
- complete statutory returns, such as to the Department for Education (DfE) and Ofsted;
- undertake wider Hampshire County Council statutory duties in support of children's education and welfare; and
- ensure compliance with our obligations under the accuracy principle of the General Data Protection Regulation (Article (5)(1)(d)), making sure our records about you and your family are up to date at the point that they are provided to the HSCP.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we are not handling your information in the right way.

### **The categories of information that we collect, hold and share**

The Statutory Safeguarding Partners and Relevant Agencies should provide the LSCP with data to enable us to fulfil our statutory functions effectively. The following personal and special category information is processed:

- Child personal information (such as name, date of birth, date of death);

- Parent/carer and other adults with caring responsibility personal information (such as name, address, telephone numbers, email);
- Personal Information of staff in Partner Agencies (such as email, telephone numbers); and

### **The lawful basis on which we use this information**

We collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(e) - the processing is necessary to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law;
- Article 9(2) (g) – Necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguarding measures; and
- Sch.1, Pt.2, 1 - Substantial public interest conditions, for processing under the DPA2018.

These articles under the GDPR and the DPA2018 are supported by the following specific legislation:

- Sections 13 and 14 Children Act 2004;
- Chapter 3 and Chapter 4 of Working Together to Safeguard Children (2018).

Under this lawful basis we do not require your consent to process this information but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it. Please also note that no automated decision making (decisions taken without a person involved) occurs for any parts of these activities controlled by the County Council and we do not use profiling as part of this process.

### **Storing and Securing Data**

The information provided to us will be held within the HSCP's standalone secure storage system. The information held within this storage system will be kept in line with our retention schedule and then disposed of as appropriate. The HSCP's storage system is hosted by the County Council in secure UK based data centres, which are on site. No information leaves the European Economic Area (EEA)

Hampshire County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

Hampshire County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

### **Who do we share information with?**

We do not share information with anyone unless there is a lawful basis that allows us to do so, for example, responding to safeguarding concerns.

All reviews of cases meeting the Child Safeguarding Practice Review criteria should result in an anonymised report which is published and readily accessible on our website for a minimum of 12 months. Thereafter the

report will be made available on request. We also send copies of all Child Safeguarding Practice Review reports, including any action taken as a result of the findings of the Child Safeguarding Practice Review, to the Department for Education, Ofsted and the Child Safeguarding Practice Review Panel.

Depending on the individual circumstances of each situation, we may have to share this information with other teams within Hampshire County Council to fulfil other duties and powers to support our work. These might include our Legal Services (for independent review panels); Youth Support Service (for ensuring the participation of young people); Children Missing Education (for ensuring the provision of full time education); Virtual School (for support of children looked after); and/or Social Care (supporting welfare, safeguarding and corporate parent functions). We may also need to share information with other Safeguarding Partners and Relevant Agencies.

### **Requesting access to your personal data and your rights**

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Corporate Information Unit whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

Please note that under the GDPR, there is also a right to erasure but the right to erasure does not provide an absolute 'right to be forgotten'. Where the data being processed is for the purpose of 'performing a task in the public interest or for our official functions, and the task or function has a clear basis in law' (Article 6 (1) (e))', this right does not automatically apply.

If you have a concern about the way we are collecting or using your personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

### **Recording of Virtual Meetings and Events.**

The HSCP's default position is **not** to record meetings. Where it is deemed necessary this is facilitated via Microsoft Teams software within the County Council's O365 suite of tools. To do so there will be a valid and documented business reason for recording the meeting and this will be communicated to all attendees prior to the meeting/ event commencement. The HSCP Recording on Microsoft Teams Privacy Notice referenced in [Appendix A](#) specifically references the privacy arrangements related to this activity.

### **Contact Details**

If you would like more information about our service, please visit our website via: [www.hampshirescp.org.uk](http://www.hampshirescp.org.uk)

For further information on how we handle personal information, your data rights, how to raise a concern about the way we are processing your information and Hampshire County Council's Data Protection Officer, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>

## Appendix A

**Hampshire County Council  
Hampshire Children Safeguarding Partnership (HSCP)  
Recording on Microsoft Teams Privacy Notice**

### **Why do we collect and use this information?**

Hampshire County Council is the Data Controller for the purpose of collecting and using information from meetings, training and other scheduled activity, being hosted through the Microsoft Teams software within the County Council's O365 suite of tools.

Through the recording of the session, we are collecting information from participants attending virtually or in person, through the system's video, audio and chat functions; and hold this personal data securely and use it to:

- to provide an accessible record of the event for those in attendance and those unable to attend but wishing to access the content;
- monitor attendance and update individual's learning history and/or support individual's professional development;
- assist in the planning of future services and sessions/activity;
- influence future training and "lessons to be learnt" activity;
- undertake statistical analysis; and
- ensure compliance with our obligations under the accuracy principle of the General Data Protection Regulation (Article (5)(1)(d)), making sure our records are up to date.

Microsoft is a data processor for this information acting on our instructions for the purpose of delivering a contract to the County Council around the supporting of the O365 suite of tools, which the County Council uses to collect and store the information provided to us, as identified under this privacy notice. This includes accessing the O365 Suite to fix any technical issues to ensure the system is fit for use.

The following sections provide further detail around the information we process setting out what allows us to do this (lawful basis), who we may share it with, how long we keep it for (the retention period), alongside identifying any rights you may have and who to contact if you think we're not handling your information in the right way.

### **The categories of information that we collect, hold and share**

The following personal and special category information may be processed in undertaking this activity:

- attendee personal information (such as name, email address, department);
- information you have contributed to the session such as contributions in the chat function or questions asked during the session (please note the Q & A section of the session will not be recorded).

### **The lawful basis on which we use this information**

We collect and use the information ensuring that we comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA2018) requirements for processing through:

- Article 6(1)(f) – the processing is necessary for the purpose of our legitimate interests. A legitimate interest test has been conducted to ensure that this processing does not override your interests or fundamental rights as a data subject.

Under this lawful basis we do not require consent to process information in this way but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it. Please note that no automated decision making (decisions taken without a person involved) occurs for any parts of these activities controlled by the County Council. The County Council does not use profiling for this service.

### **Storing and Securing Data**

The information provided to us will be recorded and stored within the County Council's Document Management System (DMS), The information held within the County Council's DMS will be kept for in line with our retention schedule and then deleted as appropriate. The County Council's DMS is hosted by the County Council in secure UK based data centres, which are on site. No information leaves the European Economic Area (EEA).

The County Council takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with daily backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

The County Council also ensures its IT Department is certified to the internationally recognised standard for information security management, ISO27001.

### **Who do we share information with?**

We do not share information with anyone unless there is a lawful basis that allows us to do so. Information recorded in this session will be circulated to Children's Service staff only under the legitimate interest lawful basis as identified above.

### **Requesting access to your personal data and your rights**

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, or someone you have responsibility for, please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

You also have the right to:

- prevent processing for the purpose of direct marketing;
- object to decisions being taken by solely automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using personal data, you can raise your concern with us in the first instance or you can go directly to the Information Commissioner's Office, as the supervisory authority, at <https://ico.org.uk/concerns/>.

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