

## PRIVACY NOTICE for Children In Need or looked after by the Local Authority

### Privacy Notice - Data Protection Act 1998

The London Borough of Havering hold personal data about our children in care or those children to whom we provide services, and use these data to:

- support children and monitor their progress
- provide appropriate support and pastoral care, and
- assess how well the Local Authority services as a whole is doing.

This information includes personal characteristics and details for the services we provide.

We are required to pass on some of this information (~~but not the names of individual children~~<sup>4</sup>) to the Department for Children, Schools and Families (DCSF). The DCSF uses this information to help with policy development, LA performance management and funding and to assist with the development of good practice.

If you want to see a copy of the information we hold and share about you then please refer to the useful contact details below.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.havering.gov.uk/index.aspx?articleid=16992> and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

#### Useful contact details below:

- **The London Borough of Havering**  
Social Care and Learning  
Research and Development Unit  
Scimitar House  
23 Eastern Road  
Romford  
RM1 3NH  
Tel No: 01708 433887
- **Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
[www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288

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<sup>1</sup> The phrase shown in brackets, with 'strikethrough', is included so that LAs can consider whether or not they wish to use it. It acknowledges that some LAs have processes to feed data to ContactPoint from LA systems, and if that is the case this may include basic data (including names) of children on the CiN system, while other LAs have no such arrangements.