

# Privacy Notice for London Borough of Havering Children's Centres

## Who we are

London Borough of Havering (LBH) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBH ('the Council'). The Council takes the privacy of your information very seriously.

## What data do we collect

We collect your name, address, date of birth, NHS number, contact details (telephone number and email address), ethnicity, main spoken language and whether you have a disability or additional need. We collect this information for parents and children who register with a Children's Centre. We also receive the same information from local Maternity Services about babies born and living in Havering and their parents.

## Why we collect your data

We collect your data so that we can keep you informed of services that may be of benefit to you and your family. This includes services provided by Children's Centres and other Council departments as well as other local services, for example, those we commission or which are provided by the NHS.

## The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

(e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

This is because under the Children Act 2004 (Section 10), as a local authority, we must make arrangements to promote co-operation between ourselves and our relevant partners to improve the well-being of children in the authority's area. Well-being includes:

- (a) physical and mental health and emotional well-being;
- (b) protection from harm and neglect;
- (c) education, training and recreation;
- (d) the contribution made by them to society;
- (e) social and economic well-being.

In making arrangements, we must have regard to the importance of parents and other persons caring for children in improving the well-being of children.

## How we use your data

We will use your data to support the planning and provision of services to you and your family and to understand the needs of the local population that the Children's Centres aim to support.

## Who we will share your data with

We will only share your data with third parties where you have consented to this; for example, where we are referring you to another local service provider for support.

### **How long we will keep your data**

We will keep your data safe and secure for a period of 27 year(s) in line with our retention Schedule. After this time, it will be securely destroyed.

### **How do we protect your data**

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

### **Know your rights**

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your individual rights at [Havering data privacy statement and your data rights | Data protection | The London Borough Of Havering](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: [dpo@havering.gov.uk](mailto:dpo@havering.gov.uk).