

<p style="text-align: center;">Privacy Notice Durham County Council Education Services' School Places and Admissions Child Employment and Children in Entertainment</p>

This Privacy Notice explains how we use and share information. We will review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Who we are and what we do

Durham County Council regulates and enforces the statutory legislation, bye law and regulations relating to child employment and children in entertainment through the issue of employment permits, child performance licences and exemptions and the approval of chaperones for children in entertainment.

For the purposes of Data Protection, Durham County Council is the Data Controller

What type of personal information do we collect and how do we collect it?

In order to fulfil our statutory duties the Council will collect and hold information about

1. The applicant (employer/producer/organiser). This may include :

- Full name
- Position in the business
- Business address
- Contact details

We collect the information in the following ways:

- Completion of an employment permit application form
- By post
- By telephone
- By email

2. The child (employee/performer). This may include :

- Full name
- Date of birth
- Home address
- School attending
- Parent/carer's name and contact details
- Medical information
- Details of the employment/performance

We collect the information in the following ways:

- Completion of a child performance licence application form
- By post
- By telephone
- By email

3. The chaperone. This may include :

- Full name
- Date of birth
- Home address
- Employment/education
- Experience of child care
- Convictions/offences
- Safeguarding history
- Chaperoning activity

We collect information in the following ways:

- Completion of a chaperone approval application form
- Completion of a Disclosure and Barring Service (DBS) application
- Social care systems enquiry
- By post
- By telephone
- By email
- By interview

What is our lawful basis to obtain and use your personal information?

To enable us to fulfil our statutory duty and provide services to you it is necessary for us to use your personal information. To do so we will use the following legal basis for sharing your information:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Processing is necessary for the purposes of legitimate interests pursued by the controller or by a third party

For special category data which is more sensitive information, we rely on the following:

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

What is your personal information used for?

Your records may be used to:

- Create a record of the employment, performance or approval
- Issue an employment permit, child performance licence/exemption or chaperone certificate

Your information will also be used to provide assurance to the Council about the quality of services provided.

Will your personal information be shared?

Information will be shared to help us to provide you with the best support available,

Agencies we may need to share information with include the following:

- Other local authorities
- Schools

There are other times not linked to your support where we may need to share your information. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns for the welfare of a child
- For the prevention or detection of crime
- Where a court order requires us to share information

How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our [corporate retention guidelines](#) show how long we keep information for different services. Child employment permit and child performance information is retained for 3 years after the end of the calendar year in which the application was made. Chaperone approval information is retained for 3 years after the end of the calendar year in which the approval expires.

Is your personal information processed outside of the European Union (EU)?

We do not process your personal data outside of the EU

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510