

Privacy Notice
Durham County Council
Local Authority Designated Officer
Children's Social Care

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

The Local Authority Designated Officer deals with allegations against staff and volunteers who have contact with children and young people in their work or activities.

For more information see the [Durham Safeguarding Partnership](#)

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?

The Council may collect and hold the following information about you:

- Basic details such as your name, address and date of birth
- Family member - name, address, contact details
- Information from employers, other agencies and voluntary organisations
- Information received from other Local Authorities
- Police reports
- Details of allegation made and relevant information to carry out the investigation
- Relevant information about your background and circumstances

We also collect the following special category data:

- Gender

We collect information about you in the following ways:

- Face to face
- By secure email
- By post
- By telephone
- From other professionals

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

To enable us carry out investigations and provide advice and guidance to professionals, it is necessary for us to process your personal data. To do so we will use the following lawful 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

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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

What is your personal information used for?

Your information may be used to enable us to carry out safeguarding investigations and/or to provide appropriate advice and guidance to professionals.

Information may be used to notify governing/regulatory bodies of outcomes of investigations.

Will your personal information be shared?

We will only share relevant information about you where there is a lawful basis for doing so. Agencies we may need to share information with include the following:

- Employers
- Voluntary Organisations
- Police
- Children's Services
- Regulatory bodies such as
 - OFSTED
 - Disclosure and Barring service (DBS)
 - Health and Social Care Professionals Council
 - Teaching Regulation Authority
- Any other agencies involved in your circumstances

There are other times not linked to your care and 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 about you

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.

Safeguarding information cannot be destroyed due to independent enquiries in England and Scotland into child abuse. Information will not be destroyed until 6 years after the end of the enquiries or in accordance with our normal retention schedule (whichever is later).

Our [corporate retention guidelines](#) show how long we keep information for different services. Your records will be retained in accordance with Durham County Councils records retention schedule as follows:

Local Authority Designated Officer (LADO) Records	Retention until the persons normal retirement age or 10 years following closure whichever is later.
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Is your personal information processed outside of the European Economic Community (EEC)?

We do not process your personal data outside of the EEC

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:

- request a copy of personal data the Council holds about you;
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

If you wish to exercise your information rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@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, you can contact our data Data Protection Officer at DPO@durham.gov.uk or alternatively you can write to:

DPO
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham County Council
DH1 5UF
Telephone: 03000 268050

If we have not been able to deal with your query, 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