

# Privacy Notice: Durham County Council Children and Young Peoples Network

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do

Durham County Council is required to keep a register of children and young people with a special educational need or disability up to the age of 25. In County Durham we call this register the Children and Young People's Network.

For more information see the [Durham County Council website](#).

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

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

The Council will collect and hold the following information:

- Child name, address, date of birth
- Parent/carer name, address and contact details

We also collect the following special category data:

- Gender
- Type of disability e.g. mobility, learning difficulty, communication problems
- Details of any specific condition e.g. autism, downs syndrome

Information will normally be collected through an on line application form

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

To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available. To do so we will use the following lawful basis for processing your information:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- 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

Where more sensitive data is involved such as health records, employment records etc (referred to as "Special Category" data) then an additional basis is required to process this data. For special category data we rely on the following:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes

Should an individual want to withdraw consent to process their data they can contact [childrensnetwork@durham.gov.uk](mailto:childrensnetwork@durham.gov.uk) or 03000 265 792

#### **4. What is your personal information used for?**

The information we collect will be used to enter your child's details onto the Children and Young Peoples Network to enable information of interest to be shared with you as follows:

- Email or text alerts will be provided with information about short break activities, events and general information.
- Entry into the exclusive Children and Young People's Network Membership Card scheme which offers discounts to organisations across County Durham and the North East.

Statistical information may also be used to help us to make better plans around what services are needed and in what areas. This information will be anonymised so that individuals cannot be identified.

#### **5. Will your personal information be shared?**

Your information will not be shared with other organisations unless there is a legal basis for doing so e.g. for the Prevention or detection of crime

#### **6. 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.

#### **7. How long will we keep your personal information?**

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.

Records of those who have registered onto the Children and Young Peoples Network will be retained for three years following de-registration.

#### **8. Personal information processed outside of the European Union (EU)**

We do not process your personal data outside of the EU

#### **9. 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.

#### **10. 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 the personal information 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;
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To exercise your 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](mailto:inforights@durham.gov.uk)

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

## **11. 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](mailto:DPO@durham.gov.uk) or write to:

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

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