



Privacy Notice Template

Who Will Own My Data Once I Submit It? *Warrington Borough Council*

Why Do You Need My Information? *Families Information Service (FIS) share your information by telephone, face to face, in writing and via the internet. The online directory is widely available to all professionals and volunteers working with children and easily accessible to young people, children and families hence it is important that we provide up to date, accurate information*

What Allows You To Use My Information?

We are required by the following acts of legislation to provide information advice and guidance to specific audiences relating to each act. This is a statutory service the council is bound by

- *The Childcare Act 2006*
- *The Children and Families Act 2016*
- *The Special Educational Needs and Disability reform 2014*
- *The Care Act 2014*

You do have the right to withdraw consent to your information being publicised as part of this service

Who Will My Information Be Shared With?

Families Information Service (FIS) share your information by telephone, face to face, in writing and via the internet on the Family Services Directory website. The online directory is widely available to all professionals and volunteers working with children and easily accessible to young people, children and families hence it is important that we provide up to date, accurate information

*Information via the Internet will be displayed on the Family Services Directory website
www.mylifewarrington.co.uk*

and other website(s) that the FIS feed directly into. It may, if appropriate, be shared with and displayed on: -

- *other Local Authority Departments and websites*
- *Government licensed websites*

Do I Have To Provide This Information And What Will Happen If I Don't?

The information you provide will be held by the Families Information Service and supplied to the public only if you have given your consent to do so. Your consent will be collected when we undertake the annual check of your information

How Long Will You Keep This Data For And Why? *We will retain this information for 12 months from the point of collection or until we undertake the annual check of you information. We are retaining this for the purpose of ensuring that your accurate contact details are maintained as a registered provider of childcare.*

How Will My Information Be Stored? *Your information will be stored securely within a secure data centre*

What Rights Do I Have When It Comes To My Data?

Under the General Data Protection Regulation, you might have more rights about what happens with your data. As different rights apply in different situations each request will be assessed on a case by case basis.

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpages on Requests for Information available here:-

https://www.warrington.gov.uk/info/201121/access_to_information/2352/request_for_information

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below:

Use the [online complaints form](#)

- *Email us at contact@warrington.gov.uk*
- *Phone us on: 01925 443322*
- *Write to us at: Contact Warrington, PO Box 5, New Town House, Warrington WA1 2NH*
- *Visit us at: Contact Warrington, 26-30, Horsemarket Street, Warrington WA1 1XL*

You also have the right to complain to the Information Commissioner's Office using the following details: -

*The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: www.ico.org.uk*

Will This Information Be Used To Take Automated Decisions About Me? *No the information will not be used to make automated decisions*

Will My Data Be Transferred Abroad and Why? *We will not transfer your information abroad, however Information listed on the Internet may be accessed in countries where other data protection legislation applies.*