

## **Disabled Children's Service Privacy Notice**

Privacy Notice for children and young people registered with, or receiving services from the Disabled Children's Service.

This notice gives additional information to that provided by Leicester City Council about the processing of your personal data by the local authority and other agencies.

The Children Act (1989) requires all Children and Young People's Services to keep a register of disabled children in their local areas. The purpose of the register is to safeguard and promote the interests of disabled children and plan and improve services for them.

The Disabled Children's Service, as part of the local authority (LA) uses information about young people for whom it provides services to carry out specific functions for which it is responsible, such as the provision of advice and other support services.

The local authority wants to be able to provide appropriate, timely and effective services - it is important to us that we co-ordinate what we do for you properly. To do this, we share basic information such as name and address between services within the local authority. This is so that we can keep our information as up-to-date as possible and so that we can improve our services to you. Even though our systems are joined-up, we ensure that staff within the council can only access the information they need to do their job.

In accordance with Regulations 23 and 35 of the Representation of the People Regulations (2001), the basic details of young people aged 16+ are used by the local authority for the purposes of encouraging registration and verifying identity prior to entry on the Register of Electors.

The local authority also uses information to derive statistics to contribute positively to coherent planning of services and support for disabled children with additional or special needs and their parent/carers. It will also help to target information better and explore the reasons why some services or support are not available. Statistics are used in such a way that individual children and young people cannot be identified.

### **How long do we keep the information?**

Information is retained by the local authority until your child is 25 years old unless you have informed us to remove your information. Your information will be reviewed when you renew your registration or are in contact with us for support or services. Your information will be deleted or destroyed at the end of the retention period. If you wish to obtain a copy of your personal information, object to direct marketing or find out more about how your information will be used, please use the contact details below.

## **Information Governance**

Information & Support  
Leicester City Council  
Bosworth House  
9-15 Princess Road West  
Leicester  
LE1 6TH

Website: [www.leicester.gov.uk](http://www.leicester.gov.uk)  
Telephone: 0116 454 1300  
Email: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

## **Who do we pass your information to?**

Leicester City Council ensures that personal information is always held securely and we will only share your information with third party organisations, as the law allows. The purpose of this information sharing is set out below, along with contact details if you want to get in touch.

NHS - Leicester City Clinical Commissioning Group (LCCCG) use information for the purpose of meeting individuals' support needs as determined in assessments, referrals forms and support plans. The LCCCG will only be contacted with your permission and data is only provided for the referral made. Any statistics shared will be provided in such a way that individual children and young people cannot be identified. If you wish to obtain a copy of your personal information, object to direct marketing or find out more about how your information will be used, please use the contact details below.

## **Corporate Governance Officer**

Leicester City Clinical Commissioning Group  
St John's House  
30 East Street  
Leicester  
LE1 6NB  
Website: <https://www.leicestercityccg.nhs.uk>  
Tel: 0116 295 0426

Service Providers use information given by the Disabled Children's Service for the purpose of meeting individuals' support needs as determined in assessments, referrals forms and support plans. Our service providers change frequently depending on the funding available and the particular needs of the referral. No provider will be contacted without your permission and data is only shared for the referral made.

Further information on service providers can be obtained through the Disabled Children's Service at:

**Leicester City Disabled Children's Service**

Barnes Heath House

Barnes Heath Road

Leicester

LE5 4LB

Telephone: 0116 454 4710

Text: 0709 032 0322

Email: [TAP@leicester.gov.uk](mailto:TAP@leicester.gov.uk)

Web: <http://tap.leicester.gov.uk>

**How can I access personal data held on me?**

Children and Young People, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about yourself or your child, please contact the relevant organisations above in writing.