

Together for Children Family Portal Privacy Notice

Who are we?

Together for Children works on behalf of Sunderland City Council to deliver Children's Services in Sunderland.

We hold information about the children, young people, parents and carers who we provide services to. We look after this information carefully, and we always work to comply with relevant data protection legislation.

What records do we keep?

We keep information about you so we can check whether you and your family can take up:

- free school meals
- a free early education place for a 2 year old child
- a free 30 hours childcare place for a 3 or 4 year old child

We also use your information to:

- let schools know about children who should receive free school meals
- can confirm with schools and childcare providers which children can take up a free early education place for a 2 year old or a free 30 hours childcare place for a 3 or 4 year old child
- produce statistics and give information to other government organisations
- monitor and plan our services.

The information we hold to deliver these services includes:

- Your name and address
- Your date of birth.
- Your gender
- Whether you have parental responsibility for the child you are applying for
- Your relationship to the child
- Your National Insurance number
- Your child/children's name and address
- Your child/children's date of birth
- Your child's ethnic origin and their first language
- The childcare provider or school that your child goes to or would like to go to

- We may collect this information about you in a number of ways. This could be information provided to us by you, such as filling in a paper form or making an online application, or making an application through a school or childcare provider online.

What laws apply to the information we hold?

Together for Children will always have a lawful basis for using your personal data. We only request from you the information that is required to assess whether you are able to take up one of the entitlements available. We process your information as:

- We have a legal obligation to process the data
- We are carrying out tasks in the public interest that are set out public functions set out in law
- You have said it is okay for us to use your information.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. If you do not want to provide it to us you will have the option to select to show this. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. We will also tell you how you can change your mind, if you no longer want us to process your information.

What information do we share?

There are times when we need to share information with other teams within Together for Children and Sunderland City Council so that you receive the services you need. We will also share information with schools about your child's free school meals eligibility. Sometimes, the information we share is to produce statistics, so you will not be able to be identified from this information.

We will only share your information with other people or organisations in line with the law. By law, the organisations we share your information with have to keep it confidential and use it only for the purposes allowed.

We may share your information with the Department for Education (DfE) and Schools.

We will usually ask for your permission to share your information. However, if information is needed as part of a criminal investigation, or when we need to protect you or other people from harm, we may share your information without consent.

How long do we keep your records?

We will only keep your records as long as we have a business need for them, or as long as the law tells us to keep them. You can [click here](#) to see how long we hold your records for.

Your rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. If you are 12 years or over, we will usually consider you to be old enough to understand your rights and to make a Subject Access Request yourself, if you want to. If you are younger than 12, your parent will normally have to make a request on your behalf.

To make a request for your personal information, please contact:

Access to Files Team
Sunderland City Council
Corporate Services
Civic Centre
Sunderland
SR2 7DN

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. You can contact Together for Children's Information Governance Officer, Jackie Weeks, on 0191 561 7926 or at jackie.weeks@sunderland.gov.uk

The contact details of our Data Protection Officer are:

Data Protection Officer

Civic Centre

Burdon Road

Sunderland

SR2 7DN

Telephone: 0191 520 5555

Email: data.protection@sunderland.gov.uk

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>