

Privacy Notice – Litherland Children’s Centre

What information we collect about you

- We collect the information you provide such as name, address, telephone numbers, email address, dates of birth, legal status, benefits information, family circumstances, ethnicity, health information, SEND.

The lawful basis on which we use this information

- Children’s Centres use your details as it is information required for us to complete a public task, in order to ensure you are made aware of services that are of benefit to you and your family.

Why do we collect and use your information?

- We will use this information:
 - To contact you in response to any queries you have raised to us
 - To offer relevant, appropriate support or early intervention to meet your needs
 - To provide information and guidance
 - To signpost you onto relevant parenting programmes or early years activities

How your data is stored/shared/disposed

- We are responsible for data management storage in line with Sefton’s Guidance for Documents Retention and Disposal
- Data collected is stored on a secure network - CCM
- Your information may be shared across the Localities Team and with other agencies such as health
- Data collected is shared with the local Authority and used to monitor performance
- Information can be shared with relevant agencies where there is a safeguarding concern

Requesting access to your personal information

- You have the right to request a copy of the information we hold about you; if you would like a copy of that information please contact the Centre
- You have the right to request that the information we hold about you is correct, updated or deleted

Right to withdraw

- At any point you can ask the Children’s Centre to stop sending you information by contacting the office on ccadmin.litherlandmoss@schools.sefton.gov.uk

Right to make a complaint

- If you have a complaint about how we have kept your information secure or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioners Office

Please contact our Data Protection Officer for more information Nick Holden at dataprotection@theheathfamily.org.uk