

Staffordshire County Council – Family Information Service

Agreement for use of information from providers of services for families

How we will use your information

Introduction

Staffordshire County Council (throughout this document referred to as “we” or “us”) would like to make information – about you and the services you provide – available to other local authorities, members of the public and other services which parents use.

If you agree to us using this information, we will be able to:

- promote your services to parents, carers and other professionals
- provide you with details of training, development and other opportunities.

Under the Data Protection Act 1998

We need your permission to store and use the information that you give us because some of it may be personal data or sensitive personal data. We will be a data controller under this Act.

The personal data could be your name, email or home address and other contact details. It could also appear in a description of the services being provided by an individual (as opposed to an organisation).

Please note we take no responsibility for the accuracy of the information supplied by Ofsted.

Allowing us to use information you ‘own’

You may own the copyright or other similar rights in some of the information that you give us, for example text that describes your services that appear on your website, within leaflets or other marketing materials.

In case this applies to some of the information you give us, we need your agreement to store, use and pass on this information as well.

Your agreement

BY

providing us with your information – which may include personal data, sensitive personal data and information in which you own the copyright or other similar rights

AND

completing the consent form for submitting records to the directory

YOU ARE

specifically giving us permission to:

1. store the information you have given us and use it for the following purposes:
 - helping you promote your services
 - providing information to parents and prospective parents
 - helping them choose services which fit their needs
 - running our information services
 - assessing whether there are enough services of the right kind available locally
 - contributing to government initiatives to support and provide information to parents
2. depending on which options you select, make this available to members of the public:
 - verbally -by phone or face-to-face
 - in writing – in print or by email or fax
 - digitally – see below for an explanation of this
3. if you select option C, third party organisations option, pass your information to a directory operated by another organisations (whether run by a private organisation or not)
 - publish your information on their nominated website(s)
 - allow other duly authorised organisations to publish your information.

Understanding digital publishing

Digitally means:

- via the Internet, for example on websites or other online services
- on mobile phones on websites designed for mobiles, mobile applications and text or MMS messaging
- within kiosks
- digital displays for example televisions, monitors and projectors
- other digital communications mechanisms and devices.

By agreeing to us making your information available digitally, you are enabling us to publish it on, for example:

- www.staffordshire.gov.uk
- www.parents.info
- www.staffordshirecarespurplepages.info

It is really important that you do allow us to make your information available in these ways because they are often the most convenient ways for parents to access it.

Personal data on the Internet

Information, personal data, and sensitive personal data available via the Internet may be accessed in territories outside the European Economic Area, which may operate different levels of data protection than apply within the European Economic Area.

Non-SCC websites (Third party organisations)

Third party organisations are developing new websites to make information available to parents and practitioners through different web channels. This will ensure that your information is available through as many different web sites that parents or practitioners may access.

If you select option C 'third party organisations' on the consent form:

- your information will be shared with the third party organisations (approved by us) who will include it in their Directory.
- the third party organisations may allow other duly authorised organisations to make your information – which may include personal data and sensitive personal data – available
- we will submit your information, but we are not responsible for how or if the third party organisations displays your information
- the service is provided 'as is' and without warranty

The third party organisations will be the data controller under the Data Protection Act 1998.

The 'other duly authorised organisations' could include schools, children's centres, voluntary organisations, charities, companies who the organisation has evaluated as suitable and who can help us reach more parents.

You can contact us for an up to date list of which third party organisations we share information with.

How we will handle your information

Staffordshire County Council is required to store your personal data and sensitive personal data securely as required by the Data Protection Act 1998.

The information you supply to us – which may include personal data and sensitive personal data – will be stored and used by us.

We will then contact you periodically and ask you to confirm that it is still accurate. We will also ask you to confirm if – and in what ways – you still want it to be made available.

If you do not provide this confirmation, we will assume that your consent to share information is unchanged and we will continue to publish your information.

Other people we may share your information with

We may share information with other teams and departments of Staffordshire County Council, other Local Authorities, healthcare authorities, courts and tribunals and other organisations who support early years and childcare in Staffordshire.

If you have opted not to advertise your details with the Family Information Service, we will retain the information we receive from Ofsted to send you local authority regulated mailings and for statistical purposes.

Information from Ofsted

If you are registered with Ofsted on any of the childcare registers, Ofsted will send us information about your registration. To make changes to this data, please contact Ofsted direct on 0300 123 123 1 and we will be updated automatically.