

One Staffordshire Information Sharing Protocol

Privacy notice

The agencies outlined in Appendix A have agreed to share information about individuals in order to promote and achieve economic, social and environmental wellbeing.

Under Data Protection legislation organisations are required that personal data is processed transparently and fairly. To meet this requirement they are under a duty to supply data subjects with a Privacy Notice.

In a sharing context, a Privacy Notice should inform a data subject:

- The identity and contact details of the organisation who controls the data you are sharing
- The identity and contact details of the Data Protection Officer of the organisation
- The reason and legal basis behind it being shared
- The legitimate interests of the organisation where applicable
- The categories of the personal data
- The Agencies that your information is likely to be shared with
- Whether the data is to be transferred to any third country and what safeguards will be in place
- Any retention periods or criteria used to determine retention periods
- The existence of your rights as a data subject
- Where applicable, the right for you to withdraw your consent at any time
- The right for you to lodge a complaint with the Information Commissioners Office
- Where the data originated from if it was not directly from you
- Consequences of not providing the data if it is required as part of a statutory or contractual requirement
- The existence of any automated decision making, including profiling, and how the decisions have been made.

The organisation providing you with this notice and controlling the data that you have supplied is

Personal data is being shared in order to enable:

- Provision of a range of community safety interventions; health, social care and development initiatives; education and training opportunities; and housing provision.
- Carrying out the administration functions of a Community Safety Partnership, Health and Social Care Provider, Education Establishment, Housing Supplier and Investigative Agency.
- The co-ordination and joint working of partner agencies.
- Compliance with legal and statutory obligations.

All participating Agencies that your information is likely to be shared with are recorded on the reverse of this notice. These organisations process personal data which relates to your/your child's; wellbeing, development, safety, behaviour, physical/mental health, social care, education, training, employment and housing.

All members of staff employed by these agencies are bound by the common law duty of confidentiality which means that information that you provide to us must be held in confidence and not shared with anyone else unless:

- Partners are legally obliged or permitted to disclose the information to another organisation or person.
- You/your child provide consent to share the information.
- Protocols are in place permitting partners to share information about you/your child to support any intervention or services provided.

Reasonable steps must be taken to meet service user's communication needs. With your consent, these needs should be shared between partners in data shared as part of integrated, local data sharing processes.

Under the Data Protection legislation you have the right to request a copy of your information.