**Telford and Wrekin Safeguarding Partnership**

**Privacy Notice – Safeguarding**

The Telford and Wrekin Safeguarding Partnership are committed to being transparent about how it collects and uses personal data.

**Telford and Wrekin Safeguarding Partnership**

Working Together to Safeguard Children 2018, requires each local area’s multi-agency safeguarding arrangements to be led by the statutory safeguarding partners/organisations: local authorities, integrated care systems and the police.

The Partnership is a key statutory mechanism for agreeing how the relevant organisations in Telford and Wrekin will cooperate in respect of safeguarding and promoting the welfare of children in the area and for monitoring the effectiveness of local services and legislative requirements; put simply "**safeguarding is everyone's responsibility**".

Safeguarding adults and reducing the risk of harm to individuals in our communities requires effective co-ordination. The [Care Act 2014](http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted) requires local authorities to set up a Safeguarding Adults Board (SAB) in their area, giving these boards a clear basis in law for the first time. The [Care Act 2014 Guidance](https://www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation) provides further detail on how this should be achieved.

**Members of the Partnership include representatives from:**

Healthwatch Telford and Wrekin

Telford and Wrekin Local Authority

Midlands Partnership Foundation NHS Trust

National Probation Service

Shropshire Partners in Care (SPiC)

Shropshire, Telford & Wrekin Integrated Care System (ICS)

Shropshire Community Health NHS Trust

Shropshire and Telford Hospitals NHS Trust

Warwickshire and West Mercia Community Rehabilitation Company

West Mercia Police

West Mercia Youth Justice Team

West Midlands Ambulance Service University NHS Foundation Trust

Wrekin Housing Trust

Voluntary sector organisations

It is expected that each partner organisation will ensure appropriate privacy notices are in place, where required, and provide these to relevant individuals.

**What personal data does Telford and Wrekin Safeguarding Partnership collect?**

The TWSP will only collect the necessary personal data required to fulfil its purpose in safeguarding adults and children. Personally identifiable information will be collected and could include (not exhaustive list):

* Name
* Address
* Email address
* Any other contact details
* Nature of safeguarding referral/review

**Where will your personal data be stored?**

Your personal data will be stored securely on the relevant partner’s IT infrastructure with access limited to those with a business need to access.

**Why does Telford and Wrekin Safeguarding Partnership process your personal data?**

The Partnership need to process personally identifiable data in order to fulfil its safeguarding duties including:

* Redirecting safeguarding referrals to the appropriate organisations
* Completing safeguarding adults/children reviews
* To conform to legislative requirements
* Promoting the welfare of children and adults in the area
* Monitoring the effectiveness of services across Telford and Wrekin

The Partnership has a legitimate interest in processing your personal data. It needs to process personal data to:

* Administer all Partnership and Sub-group meetings, including keeping a record of attendees and meeting discussions;

The lawful basis, under the UK Data Protection Act 2018/UK GDPR, in which minimal personal data is processed is:

Article 6(1)(c) – comply with legal obligations set out in the Care Act 2014

Article 6(1)(d) – protect the vital interests of individuals who may require safeguarding

Article 6(1)(e) – task carried out in the public interest

Special category personal data may be collected to enable appropriate safeguarding measures to be put in place and/or learn lessons from safeguarding case reviews. The legal basis for this is:

Article 9(2)(c) – protect vital interests of those requiring safeguarding

Article 9(2)(g) – substantial public interest

Article 9(2)(h) – provision of health or social care

**Who has access to your personal data?**

Personal information may be accessed by relevant employees of partner organisations who have a business need for performance of their roles.

Personally identifiable information will only be shared outside of the Partnership where there is a legal basis/requirement to do so.

**How do the Telford and Wrekin Safeguarding Partnership protect your personal data?**

Telford and Wrekin Safeguarding Partnership takes the security of your personal data seriously. Partner organisations follows internal policies and controls which are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed. Some of the ways in which TWSP protects your personal data include:

* Implementing appropriate technical and organisational measures to protect the confidentiality, integrity and availability of personal data and information;
* On-going continuous review of security;
* Regular review of information assurance and security policies and procedures;
* On-going training and awareness for staff on information assurance and security;
* Alignment with codes of conduct, certification schemes and government guidance, including the HMG Security Policy Framework, government baseline security standards, and the national Cyber Security Centre (NCSC);
* Use of the Government Supplier Assurance Framework and Crown Commercial Services Frameworks when working with suppliers and third parties; and
* Regular review of security and cyber risks.

Where the TWSP engages third parties to process personal data on its behalf, they do so under contract and on the basis of written instructions. Third parties are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data and comply with data protection legislation.

**For how long do Telford and Wrekin Safeguarding Partnership keep your personal data?**

Each partner organisation will have their own retention policies that they will comply with. Records jointly held by the Partnership will be kept for:

Adults Safeguarding – current year + 10 years after date of last contact

Children’s Safeguarding – Date of birth + 85 years

**Your rights**

Data Protection law provides you with certain rights, however not all of these rights will be available to you in all situations. Where we are under a legal duty to use data for a particular purpose you will not have the right to prevent it being used in that way.

A full list of the rights you may have, under Data Protection law is available on the Information Commissioners Office website – [rights](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

If you wish to contact us in relation to any of your information rights, please contact the Telford & Wrekin Partnership Management Team, who will direct your query to the appropriate partner agency Data Protection Officer.

**How can you contact the Telford and Wrekin Safeguarding Partnership?**

If you wish to speak to a member of the Partnership Management Team, please contact via:

Email: partnerships@telford.gov.uk