

DURHAM LOCAL SAFEGUARDING CHILDRENS BOARD TRAINING PRIVACY NOTICE

This Privacy Notice explains how the LSCB uses and shares personal information for training purposes. This notice will be reviewed and updated annually or earlier if necessary to comply with changes in the law.

1. Who we are and what we do

Durham LSCB is a statutory body established under the Children Act 2004. It is a partnership of local agencies which is independently chaired and consists of senior representatives of all the key organisations that work together to safeguard and promote the welfare of children and young people in County Durham. Support is provided to the LSCB by a dedicated Business Unit.

Durham Local Safeguarding Children Board (LSCB) has a responsibility to consider the monitoring and effectiveness of training, including multi-agency training, for safeguarding and promoting the welfare of children, to maintain our accounts and records and to support and manage our employees.

The following organisations are partners in the Durham Local Safeguarding Children Board.

- LSCB Business Unit (including the Independent Chair of the LSCB)
- Durham County Council Children and Young People's Service
- Durham Constabulary
- National Probation Service
- National Offender Management Service
- Community Rehabilitation Company
- Children and Family Court Advisory and Support Service (Cafcass)
- Clinical Commissioning Groups
- North Tees & Hartlepool Hospitals NHS Foundation Trust
- County Durham & Darlington NHS Foundation Trust
- Tees, Esk & Wear Valleys NHS Foundation Trust
- City Hospitals Sunderland NHS Foundation Trust
- Harrogate and District NHS Foundation Trust
- NHS England
- Governing Body of Maintained School
- The governing body of a further education institution
- Lay Members of the LSCB
- Designated Paediatrician
- Voluntary and Community Sector (Durham Voice)

2. What type of personal information do we collect and how do we collect it?

We may collect the following types of information

- Your name
- Your work address,
- Your date of birth
- Your email and contact telephone number
- Your payroll number
- Your manager's name, job title and contact details

How we collect your Personal Data

We collect your Personal Data by using

- contact via telephone or email
- paper and electronic forms
- visits and discussions with you and others who may know you

3. What is our power to obtain and use the personal data?

We must have a lawful basis for us to obtain and share personal information. If we need to we will do so for one of the following reasons -

Public task: the processing of your personal data is necessary for us to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

4. What is your personal information used for?

The purpose of the processing is the collection, processing and storage of information relating to staff and volunteers within the workforce in County Durham. This will include:

The information we have collected will be used for the following purposes:

- monitoring of uptake and completion of training
- to provide training through virtual college who are our on-line training provider
- for the production of annual reports
- to manage and administer your account and provide you with bills and statements;
- to deal with any problems or complaints that arise in relation to your account;
- and analysis purposes (anonymised) to help improve the operation of our service;

5. Will your personal information be shared?

The LSCB will share data and information with the relevant host agencies of staff and Virtual College. Any information shared is managed in accordance with relevant privacy and data protection legislation.

Your information may be gathered and stored on third party computer servers managed by SurveyMonkey but the LSCB control your data and information.

6. How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Survey Monkey's information systems and technical infrastructure are subject to their own data security provisions. The [Survey Monkey Security Statement](#) and the [Survey Monkey Privacy Policy](#) are available online.

Virtual College are compliant with the General Data Protection Regulations and have policies in place regarding the collection and processing of data.

7. How long will we keep your personal information?

After we deliver a service to you, we keep your information as a business record of what was delivered.

Training information will be disabled in Survey Monkey after 1 year, the account and survey data will be held in the Survey Monkey database for 90 days, at which point it will be permanently deleted.

8. Is your personal information processed overseas?

Survey Monkey may operate commercial computer servers which store your information outside of the European Union. Survey Monkey holds valid certification for the EU-US Privacy Shield Framework. ([link](#))

This framework protects the fundamental rights of anyone in the EU whose personal data is transferred to the United States for commercial purposes. The framework also brings legal clarity for businesses relying on transatlantic data transfers.

The [Privacy Shield](#) meets GDPR requirements for processing information outside of the EU.

9. Marketing (if applicable)

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

10. What are your Information Rights?

It is important to us that you understand that your Information Rights are set out in the law and, subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data made available to someone else.

If you wish to exercise your information rights, please contact us at LSCB@durham.gov.uk or alternatively write to:

LSCB,
Floor 4 Room 129-134,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information the LSCB holds about you. To do this, you can apply on line or download an application form from the [DCC website](#)

If you would like to learn more about these rights you can access further information from the [Information Commissioner's \(ICO\) website](#).

Further Information

We try to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact us at LSCB@durham.gov.uk or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510