



Somerset Family Information Direct



Agreement for use of information from providers of services for families

How we will use your information

Introduction

Somerset 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

Under the Data Protection Act 1998

We need your permission to store and use the information that you or Ofsted 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).

The information could also – because of your involvement in delivering a particular activity or otherwise – contain sensitive personal data pertaining to your racial or ethnic origin, political opinions, religious beliefs, physical or mental health or condition or sexual life, for example.

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.

Working with partners

We deliver our Families Information Service in partnership with other professional bodies (Commissioned Entities). As a result, we also need your agreement for them to store and use and pass on your information on our behalf.

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

YOU ARE

Specifically giving us permission to:

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 Families Information Service
- assessing whether there are enough services of the right kind available locally
- contributing to government initiatives to support and provide information to parents

Information may also be shared with other duly authorised Early Years Commissioned Entities to assist us reach out to and support more parents and providers. A list of the Early Years Commissioned Entities is available at: <http://www.somerset.gov.uk/childrens-services/early-years-for-families/early-years-commissioned-entities/>

Depending on which options you select, we will make your information 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

If you select the Family Information Directory option, your information will be passed to the Directory (as explained below) and allow the Department for Children Schools and Families to:

- publish your information on Government websites (such as Directgov)
- 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:

- our Families Information Directory website
- our local authority website
- Information kiosks in libraries / children's centres for example

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 Union, which may operate different levels of data protection than apply within the European Union.

For home childcarers only

If you provide childcare from your or someone else's home you may tell us to hide part of the address on the Internet and other digital media. This will prevent people from finding out your specific address. In this case, we will only allow part of your postal address to be published. People searching online or using digital searches may find it more difficult to find details about your services as a result.

How we will handle your information

Somerset County Council and its partner bodies are all 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 for a maximum of 12 months. We or a partner body acting on behalf of the Council will then contact you again 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 within 2 months the information will be removed from our systems and the systems of all the organisations that we have shared it with.

If at any time you **do not** wish your information to be made available or you require amendments to be made, please advise us in writing to:

Somerset Family Information Direct
Somerset County Council
County Hall
Taunton
TA1 4DY
Email: sfis@somerset.gov.uk
Tel: 0300 123 2224

Getting access to your information

You can see how your information appears to the public by going to Somerset Family Information Directory www.somersetfid.co.uk

You have the right to ask for a copy of any personal data or sensitive personal data we store about you by writing to:

Information Request Team,
County Hall,
Taunton,
TA1 4DY
Email: informationrequest@somerset.gov.uk

If you are unhappy

If you are unhappy about anything relating to the processing or use of your personal data or sensitive personal data, please contact us at:

Information Governance Team,
County Hall
Taunton
TA1 4DY
Email: informationgovernance@somerset.gov.uk

If you are not satisfied with our response, you may complain to the Information Commissioner's Office. Their helpline number is 08456 30 60 60.

Information on and forms for making complaints are available at http://www.ico.gov.uk/complaints/data_protection.aspx