

## **Privacy Notice for Safeguarding Boards**

### **Who we are:**

Safeguarding Boards Business Unit [part of Strategy and Commissioning]  
Royal Borough of Windsor and Maidenhead  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

### **The lawful basis for processing the information –**

- Local Government Finance Act 1992
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Health and Social Care Act 2012
- Care Act 2014
- Children Act 1989
- Children Act 2004
- Children and Young Persons Act 2008
- Children and Social Work Act 2017
- Children and Families Act 2014

### **How do we collect information:**

Personal information about you may be provided by partner agencies either by post, in person or electronically. We may receive personal data from commissioned service providers who share information about your care plan, service provision and details of incidents/complaints registered.

### **What information is collected:**

We may collect and hold personal information such as name, date of birth, date of death, address, contact details, care plan, case notes and case details including service provider feedback. This may also include connected people e.g. family members.

### **How we use the information provided:**

We use the data and information to carry out data analysis and performance review, auditing of cases/ themes and for Serious Case Reviews/Safeguarding Adults Reviews. We may also use it for service improvements with our partner agencies.

**Who has access to the information about you:**

Access is restricted to the partner agencies involved in reviewing the case or incident using passwords and/or secure email accounts.

**Who we may share your information with:**

Dependent on the nature of the incident, information may be shared with the relevant regulatory authority (e.g. CQC/OFSTED), CCG and other NHS bodies, National Probation Service, Police authorities, commissioned service providers, schools and colleges, Government departments and other local authorities.

**How long we store your information:**

Personal data processed for any purpose or purposes is stored securely and this data will be deleted fifteen years after the closure of the incident or piece of work.

**Does your service utilise automated decision making? – No**