

## **Privacy policy: Pause Project – Children's Social Care**

This notice is designed to explain how and why information about you will be used by Sandwell Children's Trust and Sandwell MBC in relation to work it is undertaking with Pause to understand how outcomes may be improved for women who have had repeated removals of children from their care in Sandwell. This will involve data collection and analysis by Pause.

### **Who will own my data once I submit it?**

Sandwell Children's Trust will use existing Children's Social Care data to identify eligible women and share the data with the Pause Programme for the Sandwell Region. The Pause Programme privacy notice is available on [pause.org.uk](https://pause.org.uk)

### **Why do you need my information?**

The first phase of the programme is a scoping exercise, which aims to identify women who have experienced, or are at risk, of repeat removals of children from their care. This involves research into Sandwell's Children's Social Care case files to understand the prevalence of issues arising for this group. This information will be analysed to determine the added value of the Pause practice. This will enable the Trust and Council to decide whether to work with Pause to develop bespoke initiatives to support the women in this group. In phase one of the scoping exercise the personal data of individuals and families will only be shared between Sandwell Children's Trust and Pause for analysis and will be pseudonymised

The work will be completed within 3 months and the data will be deleted by Pause when the work is completed. Only the final report will be kept by Sandwell Children's Trust to determine whether a Pause practice should be set up in Sandwell.

The delivery phase of the project will see Sandwell Children's Trust share identifiable information about the eligible women and limited pseudonymised data about their children to enable Pause to prioritise a target group of women to work with. The Pause team will contact the women with information about the programme and participation is voluntary.

### **What allows you to use my information?**

To ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- The Trust will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date
- Only those staff who need to do so will access your personal information;

The legal basis for sharing this data and information is:

- Section 10 of the Children's Act 2004.
- Section 2 (5) of the Local Government Act 2000 in order to 'better assist children who have or are likely to become looked after children and is done on the basis of improving effective service delivery'.
- Article 9 (1)(h) of the GDPR Health or social care and Data Protection Act 2018, Schedule 1, Part 1 (2) Health and Social Care and Part 2 (18) Safeguarding of children and individuals at risk.

### **Who will my information be shared with?**

Pause will be provided with information about women who could take part in the programme (and limited information about their children that have been removed). Pause will contact eligible women and find out if they want to take part in the programme.

Pause will provide Sandwell Children's Trust with anonymised reports on the progress of the work.

Personal information will only be shared with Sandwell Children's Trust if it is lawful to do so, for example reporting serious incidents or safeguarding concerns.

Information may be shared with Sandwell Council.

### **How long will you keep this data for and why?**

Any personal data collected by Pause and shared with Sandwell Children's Trust will be retained in line with existing Social Care retention policies, depending on the nature of the data and the reason for sharing.

### **How will my information be stored?**

The information will be stored securely on Sandwell Children's Trust/Sandwell Metropolitan Borough Council and Pause IT systems.

### **Will this information be used to take automated decisions about me?**

No, the information will not be used to take automated decisions.

### **Will my data be transferred abroad and why?**

Data will only be stored and processed within the UK.

### **What rights do I have when it comes to my data?**

You have the right under data protection legislation to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. In addition, you have the right (free of charge) to the following:

- to have your information corrected if there are inaccuracies or if the information is incomplete

- to restrict the processing of your information in certain circumstances in accordance with applicable law
- in some instances, to object to your personal information being used at all due to special grounds relating to your particular situation - however, there may be compelling reasons why we may need to continue using your information even in these circumstances
- to be told if your personal information is lost and if, as a result, your privacy and rights may be at risk.

To request a copy of your data or ask questions about how it is used, please download a copy of our form from [the Trust's website](#) and send it to: -

Data Protection Officer  
Sandwell Children's Trust  
Wellman Building  
Dudley Road  
Oldbury  
B69 3DL

Or email: [info\\_governance@sandwellchildrenstrust.org](mailto:info_governance@sandwellchildrenstrust.org)

### **Who can I contact with any questions or complaints?**

Please speak to your usual contact in the Trust in the first instance. If you are still unhappy, you may contact the Trust's Data Protection Officer as follows:

Data Protection Officer  
Sandwell Children's Trust  
Wellman Building  
Dudley Road  
Oldbury  
B69 3DL

Telephone: **0121 569 7867**

Or email: [CS\\_Firmstep@sandwell.gov.uk](mailto:CS_Firmstep@sandwell.gov.uk)

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.org.uk](http://www.ico.org.uk)