

## Privacy Notice – Children & Families

### Information held about you

West Lothian Council provides social work services to people in West Lothian. The primary function of the teams and services within Children and Families is to ensure that children, young people and families can maximise their potential through the identification of additional support services.

As well as providing statutory child protection services, there is emphasis on preventative work with young families to help them cope with the pressures of parenting. For young people who are unable to cope with a range of difficulties we will address these issues and work with them to resolve their problems, e.g. offending behaviour, truancy, drug/substance misuse, bullying and being out with parental control.

In order to assess need and deliver additional support services we need to collect information about you and your family.

This information will include:

- Details about you and your family: names, addresses, telephone numbers and dates of birth, gender, schools (attendance record), name and address of G.P.
- Information on any legal status, including Looked After/Accommodated and Child Protection registration
- Information about your household, personal living circumstances and care and support needs
- Information on any areas of concern, including behaviour deemed to be a risk to anyone living in or visiting the family home
- Information on any recent changes, including social background
- History of support and interventions
- Contact with any other agencies e.g. Police Scotland, health or third sector organisations
- Any additional information deemed relevant by the person referring or requesting a service

We use this information to assess eligibility for service and to plan and deliver the care and support for your family.

### Who is responsible for your information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection law.

## How will we use information held about you?

Information is processed in order to deliver services under:

- Getting it right for every child (GIRFEC)
- Social Work (Scotland) Act 1968
- Children (Scotland) Act 1995
- Criminal Justice (Scotland) Act 2003
- Adult Support & Protection (Scotland ) Act 2007
- Social Care (Self Directed Support) Scotland Act 2014
- Children and Young People (Scotland) Act 2014

## Who we will share your information with?

The West Lothian Health and Social Care partnership involves social care and health staff from West Lothian council and NHS Lothian working together. Sometimes personal information held by the council needs to be shared with others to ensure you and your family receive appropriate care, support and treatment. Your information may be shared with:

- NHS Lothian involved in your care, support and treatment
- Other relevant council departments such as housing, revenues and education
- The Department for Work and Pensions
- Health & Social Care Organisations
- Police Scotland and other criminal investigation agencies
- Scottish Prison Service
- External regulators
- Social care providers
- Scottish Government
- Scottish Public Services Ombudsman
- The (UK) Information Commissioner
- The Care Inspectorate
- Mental Welfare Commission
- Office of the Public Guardian

West Lothian Council provides most assessment services and some care and support. We also have partnerships and contracts with selected voluntary and independent agencies with specialist knowledge, facilities and experience which provide services on our behalf. Your information will be shared with an organisation from which the council buys care and support services for you.

## How long do we keep your records?

We will only keep your information for the minimum period necessary. That period will be different depending on why we have your information. The Social Policy Records Retention and Destruction Schedule confirms the retention periods for different types of information.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. You may also make a request to your local Social Work office or by email to: [socialpolicyLR@westlothian.gov.uk](mailto:socialpolicyLR@westlothian.gov.uk)

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#).

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact your care manager or local Social Work Office. You can send an email to: [socialpolicyLR@westlothian.gov.uk](mailto:socialpolicyLR@westlothian.gov.uk)

You can also contact the **Data Protection Officer** , West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: [dpo@westlothian.gov](mailto:dpo@westlothian.gov)

More information about data protection and how it applies to you can be found at the [Information Commissioner's Office](#)