



Council of the
ISLES OF SCILLY

Council of the Isles of Scilly Disabled Children's Record Privacy Notice

You have asked us to register your child on the Disabled Children's Records.

We will use this information to:

- Keep you informed and up to date about services and activities in Scilly for disabled children and young people and their families through our contact list
- You will have the opportunity to share your views through consultation and surveys, to influence planning for the needs and demands for services in Scilly
- The information you give us is important as it helps us to plan and monitor services.

Information given on this form will be seen and used by Children's Social Care and Services staff and treated as confidential. All data is held securely and in General Data Protection Regulations (GDPR) and the Data Protection Act 2018. We will keep the details that you give us on our database so that we can keep you in touch by post, phone and email. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

We will not share personal information with any other organisation.

How we will use the information about you

The Children Act 1989 requires all Local Authorities to establish a record of disabled children and young people (up to the age of 19) in their areas. We will only use this information to create a record of your child's disability.

What are my data rights?

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in commonly used electronic format if you wish.
- Have it amended if it's incorrect or incomplete
- Have it deleted (where we do not have the legal requirement to retain it)
- Withdraw your consent if you no longer wish us to process
- Object to us using it in relation to a legal task or in the exercise of an official authority

If you would like access to any of the information we hold about you or have concerns regarding the way we have process your information, please contact:

The Council's Data Protection Officer, Simon Mansell, dpo@scilly.gov.uk.

For further information about Information Rights legislation, please contact the Information Commissioner's Office at www.ico.org.uk or by telephone 0303 123 1113