

## Multi Agency Safeguarding Hub (MASH Team) Transparency Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Tracey Yates, Service Manager 01924 303253.

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

Section 10 of the Children Act 2004, and statutory guidance 'Working Together to Safeguard Children' (2018), places a duty on key people and bodies to co-operate to improve the well-being of children and young people. This includes the proportionate sharing of information, where appropriate, to make the best decisions for children and young people at risk.

The Multi-Agency Safeguarding Hub (MASH) provides an integrated and co-located service, combining data, expertise and decision making for reported safeguarding concerns.

If a Multi-Agency Safeguarding Hub enquiry is received for a child, professionals working within MASH will share information they hold which may be relevant to the enquiry. Only the minimum information will be held in the MASH team and will only be shared when necessary.

The MASH Team receive referrals from a variety of sources including;

- Referrals from professionals
- Referrals from family
- Referrals from the general public

Personal data collected and processed includes the following;

- Name of subject (child) and other family members, their carers and other persons whose presence and / or relationship with the subject child or children, is relevant to identifying and assessing the risks to the child
- Age / date of birth of subject and other family members, carers, other persons detailed
- Identifying numbers (NHS Nr, RiO Nr, Care Director ID Number, PNC)
- Ethnic origin of family members
- Relevant police information and intelligence
- School and educational information (to include family members where appropriate and relevant)
- GP and health records (to include family members where appropriate and relevant)
- Relevant anti-social behaviour data
- Relevant data from Yorkshire Ambulance Service or West Yorkshire Fire Service
- Housing or other partnership data relevant to the child and family who may affect the welfare of the child

We use this information to ensure each child is provided with the right worker, offering the right level of support and this is provided at the right time.

To enable us to provide our service to you we will share your information with MASH core partner agencies as follows;

West Yorkshire Police  
Health  
Education  
Wakefield & District Housing (WDH)

### **3. What authority does the Council have to collect and use this information?**

We process the data listed above under the General Data Protection Regulation Article 6 (1(c, d and e)) and Article 9 (2(c)).

We collect and use your personal data to meet our legal obligations under Human Rights Act 1998, Children's Act 2004, The Crime and Disorder Act 1998, Criminal Justice and Court Service Act 2000, Health and Social Care Act 2012, Access to Health Records 1990, Freedom of Information Act 2000, The Children Act 1989, Safeguarding Vulnerable Groups Act 2006, Care Act 2004, NHS Confidentiality CoP 2003, Education Act 2002, Mental Capacity Act 2005, Mental Health Act 1983 & 2007, Housing Act 1996, Homelessness Act 2002, Homelessness CoP 2006, Offender Management Act 2007, Criminal Justice Act 2003, Drugs Act 2005, Rehabilitation of Offenders Act 1974 and associated regulations and statutory guidance contained within 'Working Together to Safeguard Children' (2018).

### **4. How long will we keep your data**

We will only keep (retain) your information for as long as we are legally required to and no longer than necessary. We will keep your data secure and in line with Data Protection Act

and GDPR regulations. Your personal information may be held in paper and / or on a computer system.

Records relating to Child in Need and those covered by the Common Assessment Framework (CAF) will be retained for 25 years from the date of birth of the child.

Records relating to children and young people with a child protection plan will be retained for 40 years from the date of birth of the child

Records relating to children in care will be retained 75 years from the date of birth of the child.

## **5. Your rights and your personal data**

Under the GDPR you have the following rights:

### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

## **6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.