Sure Start Childrens Centre Privacy Notice

If you require this document in a different language or format e.g. Large Print, Braille, Audio please discuss with the Family Information Service on 0800 0234440

**What happens to the information you provide to the Chidlrens Centre?**

All of your personal information will be kept safe and secure whether it is written or on a computer system. This information may be used to help plan services and provide anonymous statistical information about our work with families. We will register your attendance at our service and we may keep and share other additional records that identify you with your consent.

**Is it Confidential?**

We will treat any infomration shared with us, on this form, confidentially and comply with the Data Protection Act 1998. As Children’s Centres work in partnership with Health Visiting Teams, the information you provide may be shared between the Children’s Centres Team, Health Services Staff and the Wellbeing and Community Health Team with the purpose of developing services. You have the right to see the information that Children’s Centres keep about you. If you wish to see it, please contact your local Children’s Centre who will advise you of the procedure.

**Safeguarding Children**

If we are concerned about the wellbeing of any child and think they might be at risk, we have a duty to share our concerns with Northumberland County Council’s Children’s Services. We will tell you that we are doing this, if it is safe to do so, and will support you in talking to Northumberland County Councils Children’s Services if you want us to.

**Access to infomration**

Individuals and those with parental responsibilities have the right to have access to their written records and also to the records held on computer in accordance with the Data Protection Act 1998.

**Can I refuse to provide information?**

Yes if there is any part of the form you do not wish to complete, just write “private”

**Promotions & Publicity**

As part of our evaluation and future development of Children’s Centres, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, the Local Authority, by local newspapers or occasionally by National Government Agencies. Before any photograph of your child is taken, we will seek your permission and explain the purpose.

Photography or filiming will only take place with the permission of the Centre Manager or other representative, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named with your permission if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. The Children’s Centre/Local Authority will regularly review and delete unwanted material.

**If you change your address or any other details please complete a Change of Details form, which is available from the Centre’s Office.**