PRIVACY NOTICE for families using Children’s Centre services

Privacy Notice - Data Protection Act 1998

We, the London Borough of Merton’s Early Years, Childcare and Children’s Centre Service are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from agencies and organisations that you have been involved with. We hold this personal data and use it to:

- support you and your child’s overall well being.
- monitor and report on the types of services you use and why you use them to help us further develop and improve the services
- provide appropriate care and family support
- assess how well the local children’s centre is doing and how many different people are using the centre
- provision of specific functions for which the local authority is responsible, such as the provision of children’s centre, showing that the services we provide have made a difference, early identification of need, early intervention, and provision of sufficient funded 2, 3 and 4 year old places.
- support children’s centre services delivery

This information includes your contact details, services that you use, the reasons why you use them, any questionnaires you complete, evaluation results, attendance information, characteristics such as ethnic group, employment and family status, special educational needs and any relevant family information. If your child has been identified as requiring family support via a CASA (Common and Shared Assessment) this information will be shared with London Borough of Merton Officers and commissioned partners as agreed by you in the documentation. Support provided to you and your child will be monitored.

If you want to see a copy of the information we hold and share about you then please see the following website for further details on how to request this:

- http://www.merton.gov.uk/council/dp-foi/how_to_request_your_information.htm

If you require more information about how the Local Authority store and use this data please go to the following websites:

- http://www.merton.gov.uk/council/dp-foi/how-we-use-your-information.htm
- http://www.merton.gov.uk/council/dp-foi.htm

If you are unable to access this website, please contact the Local Authority as follows:

- London Borough of Merton Data Protection Officer at data.protection@merton.gov.uk
- or by writing to: The Data Protection Officer, London Borough of Merton, Civic Centre, London Road, Morden SM4 5DX