

# Bradford Children's Centre Privacy Notice



When you use a children's centre in the Bradford District, you will be asked to fill in a Request for Service form. Information you provide on the form will be recorded on a shared database system, hosted by the Council, and linked to the main education database. Sharing information helps services for children and families work more closely together.

It means that your child will benefit from different services having access to the same details, and you won't have to fill in so many forms!

The information you provide will be used to:

- Support your family's learning and development
- Provide, as and when appropriate, family support
- Keep you informed of services available to you
- Assess how well your children's centre is doing

All information will be processed in accordance with the Data Protection Act 1998.



## Security and storage management

The information collected by the children's centre (the data controller) will be held as an electronic record on a database managed by the City of Bradford Metropolitan District Council. Your records will only be accessed by staff who need to obtain information from the database to enable them to do their job. The security of the database is managed in accordance with council policies on Information Technology Security.

## Keeping records up-to-date

In order to make sure your information is kept up-to-date, we will ask you to let us know of any changes in your circumstances by completing a 'family update' form. Children's centre staff will also update your records with information that you choose to share with them.

## Sharing information

To help us provide the right services for you and your family, information may be shared across services working with children, including children's centres, schools, health services and voluntary organisations, to help provide a better service for your family.

## Frequently asked questions

### What information will be shared across centres and children's services?

Basic information about you and your family such as name, address and date of birth will be shared across children's services. Other information such as family notes will remain confidential to the children's centre unless explicit consent is given to share the information with affiliated settings.

### Who will be able to see my information?

The centre manager, admin team, family support workers and other centre staff will all be able to see basic information about you and your family (name and address). This information will also be linked to your child's school record at Education Bradford. Confidential information such as case notes will only be seen by those who are working directly with your family.

### How is sharing the information of benefit to me and my family?

- You won't have to fill in so many forms
- Professionals working with your family know what services you have already accessed, and can provide a better service to you.
- The Council can monitor the impact that its work has on children's achievement.

### What happens if I don't give consent for my information to be stored on the shared database system?

It might not be possible to provide some services. In some instances, it might be possible to hold information about you and your family on paper.

If you have any queries about how we are using your information, or you would like to obtain a copy of the information we hold about you, please contact your children's centre, or:

Information & Performance Support  
City of Bradford Metropolitan  
District Council,  
4th Floor Olicana House,  
Chapel Street, Bradford,  
West Yorkshire BD1 5RE  
Phone: 01274 431561  
E-mail: [eStart@bradford.gov.uk](mailto:eStart@bradford.gov.uk)

The wording in this publication can be made available in other formats such as large print and Braille. Please call: 01274 431561.

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City of Bradford MDC

[www.bradford.gov.uk](http://www.bradford.gov.uk)

