# GDPR and Safeguarding Policy 20th November 2018

# London Borough of Hounslow Policy relating to personal data and safeguarding

**Overarching principles**

When a child(ren) is considered to be at risk of harm, the practitioner should consider whether seeking the consent to share information would put the child at any further risk. The practitioner should not seek consent where a person having knowledge that their personal information is being shared might put the child(ren) at further risk.

Advice to practitioners on the application of this policy is available as follows from these local contacts:

* Best practice in the interests of the child – your Team Manager
* Data Protection Law (including the GDPR) – Data Protection Officer, Information Governance Team

Practitioners who record or pass on personal data without seeking consent, as set out above, must record electronically the reason for sharing the data, what data was shared, when it was shared and with whom.

A summary sheet comprising the information above together with a reference to this policy, *will be* circulated to all relevant practitioners in the local authorities and its partners, including the police, health agencies, and schools.

**Policy requirements**

1. This policy is made under the requirements of the GDPR 2018, the Data Protection Act 2018 Schedule 1 Part 4 Sections 38, 39 and 40, and ‘Working Together to Safeguard Children 2018’ The policy sets out how personal data relating to safeguarding cases are to be processed.

**For further guidance on Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers can be found on line at:**

[**Information\_sharing\_advice\_practitioners\_safeguarding\_services.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

1. This policy is published on-line at:

<http://intranet.hounslow.gov.uk/index/childrens_adults.htm>

The policy is reviewed annually. The next review data is 01.11.2019

1. Personal data relating to safeguarding will be retained securely in line with the published Records retention policy as this is required to ensure that safeguarding casework that does not lead to a prosecution will remain available in the event of further allegations.
2. Personal data related to safeguarding must include the name and address of suspected or safeguarding offenders, the details of the alleged offences, and any other information required to minimise risk to children.
3. Any errors in the recording of personal data related to safeguarding must be corrected as soon as they are identified.
4. Personal data related to safeguarding must be processed and stored securely on the Children’s electronic case record system.

*Signed: Jacqui McShannon*

*Director of Children’s Safeguarding & Specialist Services*