

North Yorkshire Families Information Service

Agreement for use of information from providers of services for families
(These need to be read in conjunction with the permissions section of the guidance notes of the form/update form)

How we will use your information

Introduction

North Yorkshire Families Information Service (throughout this document referred to as “we” or “us”) would like to make information – about you and the services you provide – available to other local authorities, members of the public and other services which parents use.

If you agree to us using this information, we will be able to:

- promote your services to parents, carers and other professionals
- provide you with details of training, development and other opportunities.

Under the Data Protection Act 1998

We need your permission to store and use the information that you give us because some of it may be personal data or sensitive personal data. We will be a data controller under this Act.

The personal data could be your name, email or home address and other contact details. It could also appear in a description of the services being provided by an individual (as opposed to an organisation).

Registered Childcare Providers only

Please note we take no responsibility for the accuracy of the information supplied by Ofsted.

Allowing us to use information you ‘own’

You may own the copyright or other similar rights in some of the information that you give us, for example text that describes your services that appear on your website, within leaflets or other marketing materials.

In case this applies to some of the information you give us, we need your agreement to store, use and pass on this information as well.

Working with partners

We deliver our Families Information Service in partnership with:

- Children's Centres
- Schools
- Health
- Safeguarding
- Voluntary Sector
- Police

As a result, we also need your agreement for them to access, use and pass on your information on our behalf.

Your agreement

BY providing us with your information – which may include personal data, sensitive personal data and information in which you own the copyright or other similar rights

AND signing the consent section of the FIS form enclosed

YOU ARE

specifically giving us (and the partners listed above) permission to:

1. store the information you have given us and use it for the following purposes:
 - helping you promote your services
 - providing information to parents and prospective parents
 - helping them choose services which fit their needs
 - assessing whether there are enough services of the right kind available locally
 - contributing to government initiatives to support and provide information to parents
2. depending on which options you select, make this available to members of the public:
 - verbally -by phone or face-to-face
 - in writing – in print or by email or fax
 - digitally – see below for an explanation of this
3. if you select the Family Information Directory option, your information will be made available online.

Understanding digital publishing

Digitally means:

- via the Internet, for example on websites or other online services
- on websites designed for mobile phones, mobile applications and text or MMS messaging
- digital displays for example televisions, monitors and projectors
- other digital communications mechanisms and devices.

By agreeing to us making your information available digitally, you are enabling us to publish it on our Families Information Service website www.nyfamilies.info.

It is really important that you do allow us to make your information available in these ways because they are often the most convenient ways for parents to access it.

Personal data on the Internet

Information, personal data, and sensitive personal data available via the Internet may be accessed in territories outside the European Union, which may operate different levels of data protection than apply within the European Union.

How we will handle your information

North Yorkshire Families Information Service and its partner bodies are required to store your personal data and sensitive personal data securely as required by the Data Protection Act 1998.

The information you supply to us, which may include personal data and sensitive personal data, will be stored and used by us for a maximum of 3 months.

We will then contact you again and ask you to confirm that it is still accurate. We will also ask you to confirm if, and in what ways, you still want it to be made available.

If you are unhappy

If you are unhappy about anything relating to the processing or use of your personal data or sensitive personal data, please contact us on 0845 6011630.

If you are not satisfied with our response, you may complain to the Information Commissioner's Office. Their helpline number is 08456 30 60 60. Information on and forms for making complaints are available at http://www.ico.gov.uk/complaints/data_protection.aspx.