

Best Start Family Hubs Leicestershire Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for Leicestershire children and families service – Best Start Family Hubs

What Information do we need from you?

We need to know the following about you: name, address, email, mobile number, child's name, child's date of birth and NHS number.

We will also collect and process health and developmental information relating to your child's speech, language and communication needs, including assessment outcomes and identified needs.

Why do we need this?

We need this information to help us understand how best to support your child's communication development, we use the WellComm Digital Toolkit. This is a simple assessment tool that helps practitioners identify any speech, language, or communication needs your child may have.

The information collected allows us to understand your child's strengths and any areas where they may need extra support. This helps us provide the right activities and interventions at the right time, monitor progress, and measure the impact of the support provided.

By gathering this information early, we can help children develop the communication skills they need for learning, social interactions, and school readiness, while ensuring families receive the most appropriate support as early as possible.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements, under various UK laws including but not limited to:

- The Children Act and The Children & Families Act
- The Localism Act

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. When it is necessary, we may disclose your personal information to the following organisations: Leicestershire Healthy Together Health Visiting and school nursing team.

Best Start Family Hubs FPN. Version 1 from 15/09/2026

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK/ Europe.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be until your child reaches 25.

What if something changes?

If the information you provided changes or your circumstances change, please contact Best Start in Life central team on BSIL@leics.gov.uk If we need to change something like who we want to share this information with, we will contact you to let you know.
