

# Leicestershire County Council 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

## Child Exploitation (CE) Team – Children and Family Services

### What Information do we need from you?

We need to know the following about you and your children or the children you look after:

- Parent / Carers name, date of birth, address, gender, ethnicity, telephone;
- Child's name, date of birth, address, gender, ethnicity, sexual identity and whether they have a disability;
- Details of each contact that we have with you and your child for any missing episodes for your child, including visits and telephone calls;
- Records of your child's care and wellbeing;
- Details of your child's care and investigations in respect of any form of child exploitation, that have been undertaken including assessments, plans and reviews; and
- Relevant information from people who care for your child, including health and other care providers, carers and relatives and information shared with us by other professionals.

### Why do we need this?

The Child Exploitation team consists of two arms, the Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) teams. We work with children who have experienced or who are at risk of experiencing, either of these forms of exploitation. We can complete preventative and risk awareness work with the children considered to be at risk of exploitation and we can support children if they have disclosed any form of exploitation to the police; this can include throughout the judicial process alongside the police. Our work is primarily with the child, we will work alongside any other professional involved and yourselves as parents, or we will work alone with the child. We need this information so that we can offer you this service.

### 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 legal obligations 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:

- The Children and Family Act 2014
- The Children Act 1989

### Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Safer Returns Project as they complete the Return Interviews for the children.

- Relevant professionals in the local authority. Mainly internal, but may share with Health, Police, Education or other LA's for safeguarding purposes
- LRLSCB

**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 except for special circumstances on cases in another country.

**How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. The current recommendation for this service is 25 years and review.

**What if something changes?**

If the information you provided changes or your circumstances change, please contact the service as below,

**Child Exploitation (CE) Team:** ☎ 0116 305 9521; ✉ [cse.duty.team@leics.gov.uk](mailto:cse.duty.team@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.