

Privacy Notice

Short Breaks (Early Help)



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why Short Breaks (Early Help) processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Early Help Service working with children, young people and families need to collect and process data in order to facilitate the Short Breaks offer. Short breaks are available to families to provide a break from caring for a disabled child and for the child to have a break from their carers.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

In order to deliver our Children & Families - Early Help Service (Short Breaks) the Council will need to collect both personal and special category data, for example:

Personal data collected:

- Personal information e.g. name, date of birth, address
- Family details
- Lifestyle and social circumstances
- Financial details
- Relationships information

Special category data collected:

- Ethnicity or race
- Health information
- Physical or mental health details

Why do we collect your personal information?

We need to collect this information to carry out the following tasks:

- Short Breaks service provision
- Service improvement
- Research and statistics

Who do we share this information with?

In the course of performing our duties, we may share your information with a number of agencies who are key to delivering our service.

Within North Yorkshire County Council:

- Staff responsible for the delivery of the Short Breaks offer

Agencies we share information with:

- None

How long do we keep your information for?

Data held	Retention period
Records relating to short breaks applications	Current year + 6 Years

What is our lawful basis for processing your information?

With regard to personal data:

Article 6(1)(e) – Public Task

With regard to special category data:

Article 9(2)(h) – Health & Social Care

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- Children Act 1989
- Children & Families Act 2014
- Children & Young Persons Act 2008

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).