



Working Together with Children, Young People and Families

Aireborough Family Services Privacy Notice

1. Aireborough Family Services takes its obligations under the Data Protection legislation very seriously. The main laws are the Data Protection Act 2018 and the General Data Protection Regulation (GDPR UK). The information you provide to the Aireborough Cluster will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed, or disclosed to anyone who is not lawfully entitled to view it. Our service also needs to use sensitive personal data relating to you [also called “special category data”], which requires more protection by us to keep it safe. Guiseley School [as the employer for Aireborough Family Services], and the Joint Collaborative Committee [as the governing body of Aireborough Family Services], are the joint data controllers of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.
2. Any personal and sensitive information you have provided by consent will be collected, used, shared, and held by Aireborough Family Services for the purposes of providing support to you and your family. Usually, we collect and hold your information to enable us to comply with a legal obligation, or because we are acting in the public interest, or exercising a public task in our official authority. Please note, however there may be circumstances where we may use and share your information without your agreement, as we are legally required to do so.
3. Where appropriate, and to make the best decisions for children and young people, Aireborough Family Services will share your information with services in Leeds City Council [such as the Families First programme or social care etc.], and may share with other relevant organisations, such as the NHS, schools, and the Police etc. The Council may give some information about you to relevant government departments, such as the Department for Education or the Department for Housing, Communities and Local Government, for reporting purposes and to make services in Leeds better.
4. There may be cases where we need to liaise with foreign authorities, for example when a child with links to a foreign country is missing education or becomes the subject of a child protection plan, or requires immediate protection, however we will ensure the safeguards are in place to protect the data.
5. We are required by law to keep records for varying lengths of time depending on individual circumstances. When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with our records management procedures which follow the [Information and Records Management Society's toolkit for schools](#).
6. You have rights in respect of the information we hold about you, including the right to ask for



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access to your information or to withdraw from this process. To exercise any of your rights, please speak to a member of Cluster staff in the first instance. Further information about Subject Access Requests and other rights of individuals is available in the Data Protection Policy which is published on our website.

7. Guiseley School's privacy notice, which includes details of the Data Protection Officer, is available from their website. A paper copy of this information is available on request. In addition, you can contact the Information Commissioner if you have any concerns at www.ico.org.uk.