



North Tyneside Council

Agreement for use of information from providers of services

How we will use your information

Introduction

North Tyneside Council (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 professionals.

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).

The information could also – because of your involvement in delivering a particular activity or otherwise – contain sensitive personal data pertaining to your racial or ethnic origin, political opinions, religious beliefs, physical or mental health or condition or sexual life, for example.

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.

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

YOU ARE

specifically giving us permission to:

- I. Store the information you have given us and use it for the following purposes:
 - helping you promote your services
 - providing information
 - helping users choose services which fit their needs
 - running our Service Directory
 - assessing whether there are enough services of the right kind available locally
 - contributing to government initiatives to support and provide information to parents (if applicable)

2. 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 provide services to children, young people and their families, you agree that we may pass your information to the Directory (as explained below) and allow the Department for Children Schools and Families to
 - publish your information on Government websites (such Directgov)
 - allow other duly authorised organisations to publish your information.

Understanding digital publishing

'Digitally' means:

- via the Internet, for example on websites or other online services
- on mobile phones on websites designed for mobiles, mobile applications and text or MMS messaging
- within kiosks
- 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, for example:

- our local authority website [www.northtyneside.gov.uk]
- kiosks in Council Offices or Children's Centres

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 members of the public 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.

Family Information Directory

The Department for Children Schools and Families (DCSF) has set up a service which is intended to assist parents in accessing information on services for families. This is called the Family Information Directory.

If you provide services to children, young people and their families, your information will be shared with DCSF who will include it in this Directory and the DCSF will allow other duly authorised organisations to make your information – which may include personal data and sensitive personal data – available.

DCSF will be the data controller under the Data Protection Act 1998.

The 'other duly authorised organisations' could include:

- schools

- children's centres
- voluntary organisations
- charities
- companies

who the Department has evaluated as suitable, who can help us reach more parents and who have to abide by a code of conduct.

The code of conduct and an up-to-date list of the organisations that DCSF has authorised in this way is available at:

<http://www.dcsf.gov.uk/familyinformationdirect/>

How we will handle your information

North Tyneside Council is required to store your personal data and sensitive personal data securely as required by the Data Protection Act 1998.

We will contact you again every six months and ask you to confirm the details and make any amendments. We will also ask you to confirm if you still want it to be made available.

If, in the future, you withdraw consent or your service is no longer available, we will retain an archived copy of the information you supplied to us – which may include personal data and sensitive personal data – for a maximum of 12 months.

If you do not provide this confirmation, the information will not be publicised as outlined above.