

**Privacy Notice for NCC and
SCW CHIS (South Central and
West Child Health Information
Service)**

School Aged Immunisations



**Nottingham City Council
Information Compliance**

**Service Area: Analysis and Insight
Directorate: Strategy, Performance, Marketing and Communications
PN-404**

09/2025

The **DAISI Team** is part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- Direct Care as this facilitates the school-age immunisation service in delivery of immunisations to the child.
- Planning and provision of services for the health and wellbeing of the child and family When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- **UPN (Unique Pupil Number)**
- **Name**
- **Date of Birth**
- **Address**
- **School DfE (Department of Education) number**
- **School URN (Unique Reference Number)**
- **School Name**
- **Date of Admission (to school)**

The information we process about you may include the following 'special categories of personal data':

- **Race or Ethnic origin**
- **Special Educational Needs Status**
- **Sex**

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is:

Article 6(1)(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

The Council is required under S.10 and 11 of the Children Act 2004, specifically the duty under S. 10 (2) (a) to make arrangements with a view to improving the well-being of children in the authority's area so far as relating to physical and mental health and emotional well-being.

This is a result of the powers or duties contained in:

The Children Act 2004 (the Act), as amended by the Children and Social Work Act 2017.

The condition under which we process 'special categories of personal data' is that such use is related to **Health or social care (with a basis in law, Article 9 (h) of the GDPR)**. This is supported by **condition 11. Protecting the public** and **condition 18. Safeguarding of children and individuals at risk** under schedule 1 of the DPA 2018 and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

SCW CHIS – South Central and West Child Health Information Service

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are obliged by statute or contract to provide the information that is specified here. However requests can be made that a child's information is not shared, this will be considered and discussed with our Education Welfare Service Manager **Sophie Coldrick** at: Sophie.Coldrick@nottinghamcity.gov.uk or you can contact **SCW CHIS** directly at: scwcsu.chis.administration@nhs.net

How long will the Council retain the data for?

All information is managed in accordance with the NHS Code of Practice for Records Management - available [on the NHS England website](#).

CHIS will retain a record until the patient's 25th birthday, or 26th if the patient was 17 when treatment ended. If a new CHIS provider is appointed, the data will be securely transferred to the new provider under instruction from NHS England.

The Council publishes an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website [iar-public-view-14082025.xlsx](#)

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact Data Protection Officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters; you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement>