

Lambeth Families Information Service

Agreement for use of information from providers of services for families

Introduction

Families Information Directory (FIDy) is an extensive online directory offering parents and those working with them the ability to search for information about childcare and family services in both their local community, in other areas and nationally. It will greatly increase parents' access to information about services they may want to use. It will also be a valuable tool for those practitioners who work with families.

The local website for Lambeth FIS is www.younglambeth.org, where members of the public and practitioners can search for services within Lambeth.

The Childcare Act 2006 extended local authorities' existing duty to provide information to the public on childcare and related services. In addition to information on childcare, London Borough of Lambeth Council, Families Information Service (FIS), is required to provide a range of information that parents may need to support their children through to their 20th birthday, or 25th if the child is disabled. This is referred to as the Section 12 duty

Lambeth Families Information Service (FIS) would like to make information about you and the services you provide available to members of the public and other services which parents use.

If you agree to us using this information, we will be able to:

- promote your services to parents, carers and other professionals and
- provide you with details of training, development and other opportunities.

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. Lambeth council 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.

Your agreement

- **BY** - providing us with your information, which may include personal data and information in which you own the copyright or other similar rights
- **AND** - completing the attached consent form
- **YOU ARE** - specifically giving us permission to:
 1. store the information you have given us and use it for the following purposes:
 - helping you promote your services
 - providing information to parents and prospective parents
 - helping them choose services which fit their needs
 - running our Families Information Service
 - assessing whether there are enough services of the right kind available locally
 - contributing to government initiatives to support and provide information to parents

2. depending on which options you select, make this available to members of the public:
- verbally - by phone or face-to-face
 - in writing - print or by email or fax
 - digitally - see below for an explanation of this'

Digital means

- Via the internet for local and national searches
- On mobile phoned (only in cases where websites are designed for mobiles for texting and MMS)
- Within Kiosks
- Digital displays (i.e. televisions, monitors and projectors).
- Other digital communications mechanisms and devices

By agreeing to us making your information available, you are enabling us to publish it on, for example:

- our Young Lambeth website: www.younglambeth.org

For childminders and home childcares only

If you provide childcare from your own or someone else's home you may tell us to hide part of the address on the Internet and other digital media. This will prevent people from finding out your specific address.

We will not pass the information to commercial organisations for marketing purposes.

How we will handle your information

Lambeth Families Information Service will store your personal data securely as required by the Data Protection Act 1998.

The information you supply to us will be stored and used by us for a maximum 6 months. After which time, Lambeth Families Information Service will contact you and ask you to confirm the accuracy of your data.

If confirmation is not provided, your information will be withdrawn from our systems and the systems of all organisations that we have shared it with.

If you are inputting details on behalf of someone else, you must ensure that you have their permission to pass their details to us. This is particularly important if you are giving details such as a home address or personal phone number. If you upload any pictures that identify individuals you must ensure that you have their consent to do this. Lambeth Council reserves the right to edit and amend the details you provide as appropriate in order to make them more helpful to users. We may also decide not to include details of services that are not relevant. We may contact you to clarify the information you have provided.

Copy Right

You may own the copyright or similar rights in some of the information you give us. For example, you may give us some text describing your services that is taken from your website or publicity materials. By signing the consent form you are agreeing that Lambeth Council can store, reproduce, publish and share this content for the purposes of the Directory as described in these terms and conditions.

Consent form for providers of services for families

I have read and understood the explanation provided in this *Agreement for use of information from providers of services for families*.

I consent to you making available to the public the information I have supplied, which may include personal data in the following ways:

- by phone or face to face
- in writing, in print or by email or fax
- digitally by us (as explained in the notes which accompany this form)
- via Families Information Directory
- via local website www.younglambeth.gov.uk

For childminders only

If I have selected either or both of the 'digitally by us' or Families Information Directory options above I:

- do
- do not

want my full address to be published.

Name _____

Signature _____

Setting name _____

Date _____

Getting access to your information

You can see how your information appears to the public by going to:

- www.younglambeth.org

You have the right to ask for a copy of any personal data we store about you by contacting us or by writing to:

Lambeth Families Information Service
Community Children's Services
3rd Floor, International House
Canterbury Crescent
Brixton SW9 7QE

If you are unhappy

If you are unhappy about anything relating to the processing or use of your personal data please contact Lambeth FIS on: 0854 601 5317 or email fis@lambeth.gov.uk.