

Harrow Council Disability Register Privacy Notice

What is the Disabled Children's Register?

The register is a database that holds information about children and young people with disabilities who live in the London Borough of Harrow. By law we are required to keep a register of disabled children living in Borough, our legal obligations comes from the [Childrens Act 1989](#)

For the register, the definition of disability is taken from the Equalities Act 2010 and can include:

- Autism or Asperger's syndrome
- ADHD
- Cerebral Palsy
- Dyspraxia
- Deaf, blind or deafblind
- Mobility problems
- Learning disability
- Global Developmental Delay (GDD)
- Undiagnosed medical conditions
- Terminal illness

We collect the following information:

Full Name, Address, Date of Birth, Gender, Ethnicity, First Language, Telephone Number, Email, GP Name and Address, Child's Special Needs Details

Why do we have a register and what is it used for?

The register helps us to plan and develop services for children and young people with disabilities, living in the borough. In addition to planning, the register also helps us to involve and inform families as well as keep in touch and share news and information.

How we collect your information?

Parent/carer/young adult will complete a form on the Harrow Council website to be added to the Disability Register. Once completed the information submitted by you will be held **securely on the councils Network?**

Why should I sign up to it?

The register is used as a means for us to keep families updated with any new developments. Once you have register your child/yourself, you will receive information on local and national services, charities and events that are relevant to children and young people with disabilities and their families periodically.

Who can access information from the register?

The register is held within the Harrow Families Information Service (FIS). The information will be used primarily by the Harrow FIS team to keep you up to date with information about appropriate services for your family. However, as a secondary use, we may share anonymised information with other council teams and partner agencies, to help us jointly plan services. Registering on the Disability Register will not affect any services or benefits that you currently receive; it will also not guarantee your child and additional services or benefits.

Do you have to register your child?

No, the register is voluntary. Your child or young person does not have to be on the register to receive services and support from health or social care.

Removing your child or yourself from the register

We will automatically remove your child's details once they reach 25 years old.

If you want to be removed earlier than this, please email Harrow FIS (fis@harrow.gov.uk) and we will remove all details within 30 working days.

Max Cards

The Max Card is a national discount card scheme provided to children and young people, with special needs (physical, sensory, or learning disability) who are **resident in Harrow**. Families can receive discounts at over 3000 attractions nationwide, including Legoland, Alton Towers, Go Ape, Butlins etc.

Harrow Parent Forum and Special Needs Community is a distributor for the Max Card in Harrow area. For further details and registration for the card please visit: <https://www.specialneedscommunity.org.uk/max-card/>

Harrow Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe.

We will only use your personal information for the purposes for which we collected it, unless the reason is compatible with the original purpose in this case to ensure disability services are provided to those who require them. Third parties we may share the information with can be the Department for Education, HM Customs and Revenue, Quality Care Commission, OFSTED and other departments within Harrow Council or contractors and designated agents.

The information we collect may be used to better understand your use of our services and assist us in improving our services.

How long we store the information for

We retain children's data relating to service provision for 25 years from the date Harrow Council received the information. This is for record purposes and to deal with any enquiries or complaints during this period. After the retention period expires we will delete the information held unless there is a basis in law to retain data for a longer period. If this occurs we, or the provider will contact you as the parent or guardian of the child to make you aware of this.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information, please visit our Access to Information page for further details.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it; parents, carers and children have the right to request access to information that we hold. To submit a request to access your data visit our request page.

If you have any concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our Compliments and Complaints page.

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.

***As the Parent/carer of the Child named above, I am registering consent to having my child/young adult details on Harrow's Disability Register as described as above.**

I have read and understood the statement above.*