




Kent County Council Adult Social Care and Health Directorate

Privacy Notice for Recruitment of Volunteer Family Coaches in Family Hubs

EASY READ

 	<p>Who are we?</p> <p>We are Kent County Council (KCC).</p> <p>Kent County Council (KCC) has asked MC Personnel to volunteer to become a Family Coach in Family Hubs. This role will involve volunteering alongside Family Hub staff, children, parents & carers of children, and pregnant people and their partners.</p> <p>This project will run from March 2024 to March 2025.</p> <p>This is a shorter easy read document of the full privacy notice. You can read the full notice on our website. Details are at the end of this document.</p>
	<p>There is a law called Data Protection and the United Kingdom General Data Protection Regulation (UK GDPR). This law means we must tell you:</p> <ol style="list-style-type: none">1. What personal information we collect2. How we get your personal information3. How we use your personal information

4. Who we can share your personal information with



What personal information we collect

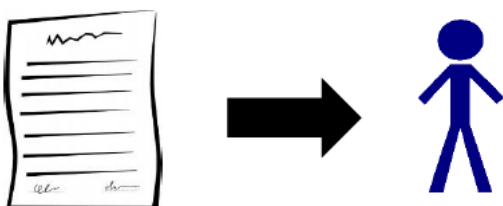
- Name
- Email address
- Phone number
- Your address and postcode
- Any experience you have in care/parenting
- Whether you hold a valid DBS certificate

- **Special types of personal information we collect are:**
- If you would like to attend a meeting with us, we may need to find out more about you (such as if you need wheelchair access or any needs about what you can eat or drink).
- If we talk to you, we may also find out other things about you, such as details of any convictions that may affect the Family Coach role.



Reasons we can record and use your information:


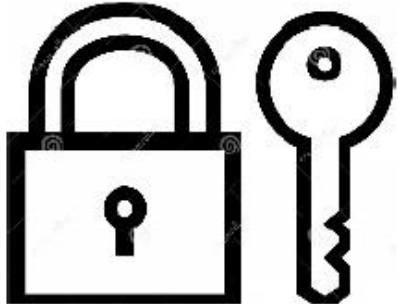
We will only collect and use your information when you have told us it is okay to do this.



How we get your personal information

We get this information from:

- What you tell us when we work with you

	<ul style="list-style-type: none"> • What you tell us in your response in our Family Hubs application process
	<p>How we use information about you</p> <p>We use information about you to:</p> <ul style="list-style-type: none"> • run the project • make sure any meetings are easy for you to come to and that we look after your needs. • Make notes of our conversations so that we can remember what we have talked about. • Ensure that our project includes everyone.
	<p>Keeping your personal information safe</p> <p>We have security which prevents information from being accidentally lost or used in the wrong ways.</p> <p>We only let people see your information if they have a work reason to know it.</p> <p>Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.</p>
	<p>Who we share your personal information with:</p>



The provider, MC Personnel, will collect and keep your data safe. MC Personnel will share some information with KCC to enable you to work within the Family Hubs.

We must share personal information with the Police if we are asked to by law.



We will not keep information about you for longer than it is needed.



Your Rights

Under the UK GDPR you have rights to:

- Know what we are doing with your information and why we are doing it.
- Ask to see what information we have about you (Subject Access Request).
- Ask us to correct any mistakes in the information we have about you.
- Make a complaint to the Information Commissioners Office.

You may withdraw your consent at any time by emailing:

Dpo@kent.gov.uk

You can get more information about your rights and the United Kingdom General Data Protection Regulation from the UK Information Commissioners Office (ICO).

For more information visit

<https://www.kent.gov.uk/about-the->

	council/aboutthewebsite/privacy-statement
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For the full version of this Privacy Notice please see: [Full Version Privacy Notice](#)