



DPIA Project Information

Title:

In House Provision

Project ID:

439

Project Timeframe for Data Collection:

Personal data is already being processed

DPIA Screening Questions

Question Number	Question	Answer
1	I understand that, by selecting Yes, I am confirming I am the project manager for the project or activity for which this DPIA screening tool is being carried out.	No
2	I understand that by ticking this box I am confirming that I have undertaken the Data Protection Essentials training module on delta.	Yes
3	Is this project a change to an existing process, or is it a new processing activity?	New processing activity
4	Has a DPIA for this been previously submitted?	No
5	If a DPIA was submitted - Was legal advice recommended?	
6	When did the planning stage of this project begin?	10/1/2024
7	Is this screening tool for the use of a surveillance camera, including CCTV, dash cam and body worn cameras?	No
8	If Yes - Is this DPIA a proposal for a new deployment, or the expansion of an existing surveillance system?	
9	Which data protection regime will you be processing under?	UK GDPR
10	Please outline the project including the types of data, software, processors, and how the data will be used	The in-house provision proposal is part of the broader Children's High-Cost Placement programme, which aims to address the increasing demand for placements for children with complex needs (in regulated provision) and those in unregulated and unregistered settings. This proposal adopts an "invest to save" approach, where Kent County Council (KCC) will develop and offer its own Ofsted registered children's residential homes to support high-cost

placements. By creating an in-house provision, KCC can better meet the rising demand for placements for children with complex needs, regain some control from the competitive and costly private market, and reduce the number of children in unregulated and unregistered placements.

We have used pseudonymised data from Liberi (Liberi ID, DoB, placement type, ethnicity and religion) provided by MI and Analytics as part of their BAU role around CYP who are in the highest costing provisions around their protected characteristics to inform the EQIA. The data will not be shared wider. The EQIA will not include person identifiable information and will only include broad, high level percentages of CYP within particular protected characteristics for example current data indicates that most children and young people in unregistered or unregulated placements are between 13 and 17 years old (87.5%)

11 Within your project are you planning to:

12 Or are you planning to:

13 Additional Information

The only data process as part of this project at this time is to complete the EQIA. The EQIA will not include person identifiable information and will only include broad, high level percentages of CYP within particular protected characteristics for example current data indicates that most children and young people in unregistered or unregulated placements are between 13 and 17 years old (87.5%). We will update the DPIA as the project progresses if further data is processed.

DPIA Core Questions

Question Number	Question	Answer
7	Tick to confirm which of the following you have in place with the organisations	None of the above
3	What are the categories of data subjects whose data will be processed?	Data of children has been collected and therefore this constitutes as vulnerable data subjects. The data processed is for children within the KCC care system.
4	What is the nature of the relationship with the individual?	As a local authority, KCC is in a position of power compared to data subjects
9	How will the personal data be collected from the individual?	Other Data provided from MI and Analytics
1	What is your project aim?	<p>The increasing costs of children and young people placements in both Integrated Children's Services and Countywide Services was identified as a critical area within Securing Kent's Future - Budget Recovery Strategy. In November 2023, the Corporate Management Team (CMT) agreed that a budget delivery plan for each Strategic Reset programme (SRP) was required to provide assurance that the activity underway in directorates would balance the budget and meet the Medium Term Financial Plan (MTFP) commitments. In April 2024, the Children's High-Cost Placement programme (a key area of work and programme within the SRP portfolio) delivery plan set out the key activities that will need to be undertaken to reduce costs and strengthen financial sustainability over the MTFP period, which included exploring in-house provision.</p> <p>The project aims to invest to save by KCC developing and offering its own Ofsted registered children's residential homes to support high-cost placements. The homes would be a short/medium term service (emergency provision) to support stabilisation of the child or young person whilst suitable longer-term provision is secured to avoid the number of young people being placed in expensive placements.</p> <p>This includes those in registered or unregistered</p>

placements. KCC's current policy is to commission placements from external providers through spot purchasing arrangements. This is often at short notice or emergency situations given the immediate and complex needs of children and young people. This mostly results in costs being determined by market forces and pricing decisions by providers, which whilst influenced through our commissioning approach, limits our financial control. Having an element of in-house provision could mean that we would know and control our costs more directly (e.g. property and staffing costs).

Aligning this proposal to KCC's policy on "step across from residential to foster care" may elicit greater savings and would aim to stabilise the children within KCC's provision whilst aligning with Fostering services to share the children's positive stories and progress whilst potentially linking Foster Carers with the homes to develop relationships with the children.

Unregistered provisions can sometimes be the highest cost placements where the providers may not always be motivated or have the necessary skills, experience and knowledge to work with the child and network to improve the child's experiences and outcomes. Often placements are solo placements with levels of staffing always being a minimum of 1:1 and sometimes up to 4:1. Staffing levels are often slow to reduce creating a long term artificial and unhelpful living environment for the child which does not support peer and social relationships, community living and moving towards independence. However, as support reduces, so does income unless there are conditions in place for providers to ensure income thresholds, and so this is likely to be a rationale for why reduction of support in these settings private provision is low.

In House Provision is due to go to CYPE Cabinet Committee in January 2025 and as part of this an EQIA was completed. In order to complete this EQIA a data set was required to advise on protected characteristics of the highest costing children's placements so that the target cohort could be better understood. We ensured that only the minimum amount of data was requested by only having the top 20 highest

2

Are all of the categories of personal data identified in the data question necessary for you to achieve this aim?

		costing placements.
		We processed data which included the child's name, Date of Birth, racial or ethnic information and religious information to ensure that we were providing accurate data around protected characteristics, in order to inform the project sufficiently. Without this data we wouldn't have this information and therefore the project would not be able to take these characteristics in to account.
8	How will the personal data be collected?	Collected from the individual by another KCC team
18	How will the security of the data be ensured when it is transferred outside of the UK?	Not applicable, the data will only be stored on servers (including back-up servers) in the UK
6	Please name the organisations and their roles.	N/A
12	Does the privacy notice state that data will be shared with your team for the purpose you will be using it for?	Yes
15	In what system(s) will the data be stored?	Teams
14	What steps will you take to ensure the data you collect and/or use is accurate?	MI will do necessary checks within their day to day role to ensure that data is accurate. Before receiving the data the project team will double check with MI that the information is accurate and for the intended purpose. The project team will also ensure that data is up to date by regularly touching base with the MI team.
10	Will the data be shared with:	Your KCC team
22	Describe how the personal data will be used to achieve your project aim	<p>The data was required in order to complete a full EQIA to report on any protected characteristics which may be positively/negatively impacted. Therefore, we needed to collate this information, and took it from the top 20 highest costing placements. Data was analysed by colleagues within SRP (Delivery Manager and Delivery Officer) in order to carry out this task.</p> <p>Data will not be added to any clients files, it will not determine access to a service and it also will not be shared with any other organisation.</p>

11	Do you have a copy of the privacy notice that data subjects will be provided with at the point their data is collected?	Yes
17	What is the current state of technology in this area?	There is no innovative technology that is being used as part of this project. The project will use existing data systems such as Teams and PowerBI which are well established.
19	How will the security of the data be ensured in transit and at rest?	Users will have different levels of access to ensure only people who need to access the data have access to it
24	Is the same retention period cited in all documentation?	Yes
13	How will the data be shared with your team securely?	Data was shared securely via email (using Outlook) with only the individuals who required the information to complete the EQIA. Data was then stored securely on the individual Teams site, which has restricted access, and will be deleted following data retention policy.
20	Are there any prior concerns over this type of processing or any security flaws	No
21	Please tick to confirm the following statement is true:	I am assured that the personal data being processed in this project is protected in transit and at rest from unauthorised access and loss.
23	How long will the data be retained for?	The data will fall under retention reference MN10.1.04 which stipulates that data should be retained for 6 years after the last project action. If further data is processed as part of the project which could lead to a contract the DPIA will be updated and retention schedule accordingly.
28	Is there a KCC privacy notice for this use of personal data?	There is a published KCC privacy notice for this use of personal data
26	What processes do you have in place to ensure that the retention period is adhered to?	We will have a record of the locations where the data is stored We will have a process in place to ensure we know when the retention period ends We will keep a record of what happens to the data at the end of the retention period We will make sure a member of the team has responsibility for the steps to be followed
32	How will you support data subject rights	Data subjects rights will be supported as part of BAU processes. The data processed as part of the

		project is collected as part of usual practice and reporting processes.
		Data subjects are provided with a privacy notice that outlines their rights in relation to their data, which is publicly available online and we have a dedicated team in place that deals with subject rights requests.
38	Consultation : please summarise the responses and recommendations of any other individuals or organisations you have consulted with.	No other organisations or individuals have been consulted with as the data collected and processed is part of usual practice and reporting processes.
25	At the end of the retention period will the data be:	Deleted Deleted by processors
30	Is there an easy read privacy notice for this use of personal data?	There is a published easy read privacy notice for this use of personal data
5	Are there any other organisations other than KCC who will be involved in this project?	No other organisations will be involved
16	Where are the servers for the system(s) located?	UK
33	What measures will you put in place to prevent data being used beyond the purposes outlined in your privacy notice?	Limit access to the storage location to only those who require access for specified purposes
34	Are there any current issues of public concern that you should factor in?	N/A
29	Please link to the draft/ published privacy notice	https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notice/integrated-childrens-services/childrens-social-care-privacy-notice
36	Consultation: ICT Compliance and Risk	CART have not been consulted as the data collected and processed is part of usual practice and reporting processes.
37	Consultation: Please summarise the Caldicott Guardian's response and any recommendations	Katherine Atkinson (CYPE Caldicott rep) was contacted who advised that the project is fine provided any data within the EQIA suppresses any figures of 5 or fewer to ensure there is no risk of CYP being identifiable.

27	Please tick to confirm the following statement is true	I am assured that there are adequate processes in place to ensure retention periods are adhered to, in line with the Article 5 principle of storage limitation in the UK GDPR
40	When is the processing of personal data for this project due to begin?	In less than 3 months
35	Consultation: Please summarise the responses of data subjects you have consulted with on the topic of this project.	Data subjects will not be consulted as part of the project as the data collected and processed is part of usual practice and reporting processes.
39	Are you signed up to any approved code of conduct or certification scheme?	
31	How will you ensure data subjects read the privacy notice and understand how their data will be used at the point of data collection?	<p>We have an easy read privacy notice</p> <p>We will read a script and inform them of where to access the privacy notice online</p> <p>We will provide a paper copy of the privacy notice</p> <p>We will link to the privacy notice on our webpages</p>

Data Collection

Data Category	Data being Collected
Basic Data	Name Date of birth
Special Category Data	Racial or ethnic origin Religious or philosophical beliefs Physical or mental health
Criminal Offence Data (UK GDPR)	No data is being collected under this category
Criminal Offence Data (DPA Part 3)	No data is being collected under this category
Surveillance Camera	No data is being collected under this category

Data Collection Questions

Data Group	Question Number	Question	Answer
Basic Data	1	The Article 6 lawful basis for this processing activity is:	(e) Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Please note you will be required to state the name and section of the legislation which gives you the power.
Basic Data	2	Please outline which element of the project relies on the identified lawful basis	The project relies on Article 6 part a for the lawful basis for processing activity as the data collected and processed is part of usual practice and reporting processes.
Special Category Data	1	Please identify the Article 9 basis being relied upon for the processing of special category data	(g) Necessary for substantial public interest (on the basis of a DPA 18 condition) and which shall be proportionate to the aim pursued, respect the essence of the right to data protection, and provide for suitable and specific measures to safeguard the fundamental rights and interests of data subjects
Special Category Data	2	If you are relying on condition (a) please state which element of the project relies on explicit consent, and outline the process you have for collecting, recording, and withdrawing consent	This condition is not being relied upon.
Special Category Data	3	If you are relying on condition (b), (h), (i), and/or (j) you must also identify at least one of the additional conditions from Schedule 1, Part 1 of the DPA 2018	Not applicable to this project
Special Category Data	4	If you are relying on condition (b), (h), (i) and/or (j) you must outline which element of the project relies on this condition	These conditions are not being relied upon.
Special Category Data	5	If you are relying on condition (g) you must identify at least one of	(8) Equality of opportunity or treatment

		the additional conditions from Schedule 1 Part 2 of the DPA 2018	
Special Category Data	6	If you are relying on condition (g) (substantial public interest) you must outline which element of the project relies on this condition	<p>The project relies on condition (g) Necessary for substantial public interest (on the basis of a DPA 18 condition) and which shall be proportionate to the aim pursued, respect the essence of the right to data protection, and provide for suitable and specific measures to safeguard the fundamental rights and interests of data subjects for processing activity as the data collected and processed is part of usual practice and reporting processes, and is fundamentally only required as part of the EQIA.</p> <p>KCC CYPE owes a duty of confidentiality as part of usual practice.</p>
Special Category Data	7	If you are relying on condition (c), (d), (e), and/or (f) you must outline which element of the project relies on this condition	Not applicable to this project.