Safely Identifying a Network: GDPR compliance

Identifying a Support Network is essential to the solution-focused practice in our Signs of Safety, Signs of Wellbeing and Signs of Stability work.
When we collect and process family data we need to comply with the General Data Protection Regulations (GDPR). This guide is aimed at helping practitioners to safely identify the network without breaching GDPR and the Cheshire East Council Data Protection Policy.

Helping the family to build their Support Network:

1. **Genogram:** You will need to think about who can help the family and be part of their network, using a genogram or circles of support tools. Wider family members and persons discussed should be identified using **pseudonyms** such as 'maternal uncle', 'paternal grandmother', 'nanny Pat', 'step-sister', 'mum's friend' etc. You do not need the personal details of the potential network people at this point.

2. **Data Storage:** Your hand written genogram should be **uploaded to the child's secure LiquidLogic file**. The paper copy could be returned to the family, or if they don't want it, it must be put in **confidential waste.**

3. **The family approach the Network people:** It is important that parents/ carers/ immediate known family are then encouraged to invite the 'pseudonym people' (as identified by the genogram) to a meeting. You might want to have a conversation with the family to help them think about how they will do this.

4. **The Network Meeting:** Once people come to the Network meeting and agree to be part of the plan, we need to explain that **we will need to record some of their personal details on the child's electronic record,** e.g. their name, address and contact details, so we know how to get in touch with them.

Police checks and other Local Authority checks (where applicable) should be completed when we have reason to believe a person may not be suitable to care for the child. That checks will be undertaken and why should be clearly explained to the people involved.

If families or network people want anymore information on what we do with their information, they can be directed to the Privacy Notices on the Cheshire East website – **Preventative Services Privacy Notice, Children and Families Privacy Notice.**