

Children and Young Persons Privacy Notice

This leaflet makes you aware of how and why your personal data will be used, which is mainly for the purposes of recording your care journey with us.



Child Care Law requires us to collect and hold information about you and each company within the Five Rivers Group is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of recording your care journey with us. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.

- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your stay with us, we will collect, store, and use the following categories of personal information about you:

- Personal Information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity and disability)
- The referral made by your social worker, which will include information about your family circumstances and past.
- Any reports and records of meetings held about your care, your education and health.
- Day to day recordings made about your time in care including health, education, family, social, your progress and events, and any work undertaken or assessments and reports made by our staff, or your own Social Care team, health, education

psychologists and other professionals involved in helping you.

How is your personal information collected?

We collect personal information about you from the following sources:

- You, the young person in care and possibly your family; your social care team, your school, your health professionals and our own staff.

How we will use information about you

We will use the personal information we collect about you to:

- Record your care journey, progress and document any life events to help us and your social team make decisions regarding you care and your needs.
- Comply with our legal obligations as set out in the 1989 Children Act and Social Care Regulations.

We use sensitive personal information about you as part of our duties and responsibilities in the provision of health and social care services.

DATA SHARING

Will you share my personal information with third parties?

We may share data where required by law and as directed by your placing authority, e.g. Social Workers, school, your reviewing officer, Health and any Clinical service.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed and we have put in place procedures to deal with any

suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

What rights do I have when it comes to my data?

Under data protection legislation you have the right to request access to the information that we hold about you. In certain circumstances you also have the right to:

- Object to the processing of personal data that is likely to cause or is causing damage or distress;
- Prevent processing for the purpose of direct marketing;
- Have inaccurate personal data rectified, blocked, erased or destroyed.

DATA RETENTION

How long will you use my information for?

We keep your data for 75 years as it maybe helpful to you in later life.

Data protection officer

We have appointed a data protection officer (DPO) Tom Baker-Price to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

The DPO can be contacted on DPO@five-rivers.org
