



## BMBC PRIVACY NOTICE

<b>Document Title</b>	Targeted Youth Support Services – Substance Misuse
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**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the provision of services by Targeted Youth Support.**

### **Stage one: Who are we?**

Targeted Youth Support Substance Misuse Team works with young people who are affected by the problematic use of alcohol or the use of drugs.

We are based within the council and are a team of specialist drug and alcohol workers.

### **Stage two: What type of information we will collect from you**

We can help you more if we understand well what is happening in your life. We will normally ask for information such as;

- Your name, address and date of birth
- Information about your school or employment
- Information about your health and wellbeing
- Information about your involvement with the police
- Information about your drug or alcohol use

There may be other information it is important for us to have, but it is up to you if you share and it is always ok to ask why we want information.

### **Stage three: Why do we need your information?**

We use the information you share with us in three ways.

Firstly, the information we collect helps us design our service to you and guides us about what work would be helpful for you.

Secondly, if we become concerned about your safety and wellbeing or that of another person, we may share the information with Social Care or the Police. We may also share information with the Police if you tell us about a crime being committed.

Thirdly, we may share some of the information you provide with a national government agency. We do this to help the design and delivery of services nationally or as part of the Council's Troubled Families programme.

### **Stage four: How we will collect your information**

We will collect data about you normally by asking you. Sometimes we will get data from others, for instance from Schools, your social worker, YOT worker or TYS worker.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information in relation to our duties under:

- Working together to safeguarding children 2015
- The Childcare Act 2006
- The Childcare Act 2016
- The Education 2011 Part 1
- The Children's Act 2004
- SEND Code of practice
- Early Years Statutory Framework

Think Family programme requirements:

- Section 115 of the Crime and Disorder Act 1998;
- Section 17 of the Crime and Disorder Act 1998;
- Section 14 of the Offender Management Act 2007
- Education (Information about Individual Pupils)(England) Regulation 2013;
- Section 99 of the Children's Act 2006;
- S13A of the Children's Act 1989;
- Section 17 of the Children's Act 1989;
- Section 10 of the Children's Act 2004;
- Section 8 of the Social Security (Information- sharing in relation to Welfare Services etc.) Regulations 2012;
- Section 1 of the Localism Act 2011;
- Sections 537A(9) and 537A(6) of the Education Act 1996;
- Section 54 of the Domestic Violence, Crime and Victims Act 2004; and
- Article 4 of the Data Protection (Processing of Sensitive Personal Data) Order 2000.

We use the following as our legal basis for processing your information:

- GDPR Article 6(1) (a) – Consent
- GDPR Article 6(1) (c) – Processing is necessary for compliance with a legal obligation
- GDPR Article 6(1) (d) – To protect the vital interests of the data subject or another person
- GDPR Article 6(1) (e) – Processing is necessary for the performance of a task carried out in the public interest.

We use the following as our legal basis where special category data is to be processed:

- GDPR Article 9(2) (a) - Where we have your explicit consent
- GDPR Article 9(2) (h) - Where processing is necessary for carrying out obligations under social protection law

## **Stage six: Why we may need to share your information**

We will normally only share information you give us with your consent.

The only times we don't share information without having your consent is if it is important to do so to safeguard you or another child, prevent a crime being committed or allow it to be detected, if a court tells us we must or if we judge that it is in the public interest.

Otherwise we will share information to enable others to help you by providing a service, understanding you better or because we have agreed that it would be helpful to share the information.

With your agreement we may share information with other organisations such as health, education, private and voluntary agencies and support services so that they can help us to understand your needs and to provide you with the services you need.

So that we can continue to improve our support for children young people and families, we use personal information to help us to understand what kind of support works best, it also helps us to involve the appropriate local agencies to work with families, and helps us to show the Government that what we are doing works, so that we are able to gain investment in developing support for Barnsley families.

Sharing personal information effectively helps us to:

- Understand all of the problems affecting families
- Target help to those who need it most
- Coordinate and deliver services for families in Barnsley
- Help with research about the effectiveness of the national programmes

Specific agreement is not required to share personal information in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

## **Stage seven: Who we may share your information with**

We may need to share some information about you with other organisations, for example, health services, education, the Department of Work and Pensions, police or care agencies and third parties, so we can all work together for your benefit.

We may share information with other Barnsley Council departments.

We may also share information with the Government, other councils and other partner organisations where appropriate e.g. DFE (Department for Education), DWP (Department for Work and Pensions), ONS (Office for National Statistics), MHCLG (Ministry of Housing, Communities and Local Government)

### **Stage eight: How long will your information be kept?**

Your information will be kept according to the dates specified within our retention schedule. For more information on our retention schedule please visit [www.barnsley.gov.uk/privacy](http://www.barnsley.gov.uk/privacy)

### **Stage nine: What will happen if you fail to provide personal information?**

Failure to provide personal information means that Barnsley Council will not be able to provide the best, or as much support for families. In some case this could mean that support or intervention is not available.

We will not be able to find out what kind of support works best for Barnsley families, and we may not be able to access the funding to provide it.

### **Stage ten: How to access and control your information**

The Council has a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the Council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk)

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)