



## BMBC PRIVACY NOTICE

<b>Document Title</b>	Targeted Youth Support Services – Family and Parent Support
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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?

The Targeted Youth Support Service offers support to parents and carers of young people to help them look after their young people. We offer distinct programmes of work;

- Family Mediation
- Parenting and Family Support
- Multisystemic Therapy

Our programmes are delivered by staff employed by the council or by a charity called Remedi.

Parents or carers can be referred by a range of organisations, but normally are referred by

- Targeted Youth Support
- Social Care
- Schools

Interventions and programmes can be offered on a voluntary basis, as part of a child protection or child in need plan or as a condition of a Parenting Order.

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

We collect information about you and your family to help us understand what is happening for you and your family and to learn what you would like to change.

We will ask for

- Personal Information such as names of family members, relationships between family members (parent, child etc.), gender, address, etc.
- Information about your work or employment
- Information about the health of you and people in your family

We will not collect any information from you that we do not need in order to provide and oversee this service to you.

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

We collect information to enable us to understand your family and to learn about what you want to change. The more detailed understanding we have the more useful our help can be.

We also collect information to share with the people who fund our programmes.

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

We will collect your information directly from you when we first get to know you.

We will also contact other agencies to ask them about you to help us understand more about you. We will tell you when we do this and we will ask for your permission.

### **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 (from schedule 6 of the Data Protection Act)

- Your consent
- To comply with legal obligation
- To protect the vital interests of the data subject or another person
- In order to carry out a task that is in the public interest

And where appropriate (from schedule 09 of the Data Protection Act)

- Where we have your explicit consent
- Where processing is necessary for carrying out obligations under social protection law

Processing is necessary for reasons of substantial public interest

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

We share your information when we need to:

- Protect other people
- Prevent crime or offending

We will normally explain to you what we intend to do, but may need to share information without your permission/ knowledge. We may need to, rarely, share information without your consent where we feel it is necessary to protect another person or yourself.

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

## **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), MSTi – MST services only.

### **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 information?**

How helpful we are to your family is linked to how well we understand your family. If you don't tell us about something, we can't help you as well as we want to.

If you forget to tell us something or decide after you get to know us there is something you want us to know, please tell us.

### **Stage ten: How to access and control your personal 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)