



BMBC PRIVACY NOTICE

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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 Targeted Youth Support.

Stage one: Who are we?

Our Youth Justice Service work with young people who have been referred to us by either the Court or the Police.

We work with young people and their families or carers to support young people in changing their behavior and not getting in trouble with the Police or Courts.

The Youth Justice Service includes people from a lot of different backgrounds. We have staff based with us from the Police, Social Care, the NHS, Education, Probation, the Council and charities we work with.

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

- We collect information about you such as – your name, age, date of birth, address, ethnicity, school and who is important to you
- We try to get to know you well and will ask you questions about your life, your health, your family, your friends, how you feel, what’s happening now and in the past and what you get up to
- We will ask for information about the people you live with now or have lived with in the past – information like their names, dates of birth, relationship to you and previous/ current addresses
- We will contact other agencies such as schools, health services, police, probation and the council and ask them if they know you.
- Information relating to family support needs including: vulnerable children, health issues, disability or special educational needs, employment, educational attendance and behaviour, involvement with the police, anti-social behaviour, social care, violence in the home, substance misuse.

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 use this information to understand you and your life, this helps us help you make changes for your future and helps us help your family or carers look after you better.

This information helps us understand how you behave towards others people and if we need to do anything to make your behaviour safer or better.

We share this information with other agencies if we believe that it is important to do so to protect you or protect others.

We sometimes share the information with government, but normally remove information that could lead to you being identified.

Stage four: How we will collect your information

We will collect your information in a variety of ways dependent upon the level of services that you are accessing.

Where you are contacted by our service or you contact us, the person you are speaking with will ask you for the information needed by our service.

We will ask for the information from you directly or tell you that we will be asking for the information from others.

Stage five: Our Legal Basis for processing your information

Our 'legal basis' means the reason the law gives us to use your information.

Normally our legal basis is

- to safeguard or protect you
- to safeguard or protect another person
- to prevent a crime being committed or to solve a crime that has been committed

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 need to share your information to protect you or to promote your interests, to protect other people or promote their interests and to prevent crime being committed.

We will tell you about this. It is not secret.

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 young people
- Target help to those who need it most

- Coordinate and deliver services for young people 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.

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.

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?

We look after your information carefully. It is stored on a computer system that is protected.

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

Stage nine: What will happen if you fail to provide 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 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 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.

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