



BMBC PRIVACY NOTICE

Document Title	Targeted Youth Support Services – Services for people affected by crime
Created By	Service Manager
First Published	January 2019
Revision Date	January 2020
Revision Due	January 2021

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?

We are a service based in Barnsley Council, made up of staff from the council and partner agencies, that works with young people who commit crimes and with the people who are directly affected by those crimes.

Our work with people affected by crimes is undertaken by a charity we commission called Remedi. Remedi are a specialist charity that works with people affected by crime in lots of different parts of the country.

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

We will collect information about you to ensure that we understand you and know how to help you.

We will collect information such as your:

- Name
- Address
- Date of birth

We will ask how the crime has affected you and what would help you.

Stage three: Why do we need your information?

We need your information to help us understand about how the crime has affected you and what would be helpful to you afterwards.

Stage four: How we will collect your information

We will collect information from the Police about you to enable us to contact you. We will then collect information from you directly.

Stage five: Our Legal Basis for processing your information

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

The Crime and Disorder Act 1998

The Victim's Code of Practice 2015

The Powers of Criminal Courts (Sentencing) Act 2000

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

- GDPR Article 6(1) (a) – the data subject has given consent to the processing of their data for one or more specific purposes.

Stage six: Why we may need to share your information

We will only share information about you with our partner, Remedi. We will not ordinarily share information about you with others.

If we do share information about you it will be with your consent and after we have discussed sharing information with you.

We will always share information if we think that we need to in order to:

- Safeguard a child
- Prevent a crime being committed
- Prevent significant harm to yourself or another or person

We may need to share information without your agreement or knowledge, but, where we can, we will advise you.

Stage seven: Who we may share your information with

We will share your information with Remedi, our partner in this work.

In order to safeguard a child we will share information with Local Authority Social Care departments or the police.

In order to prevent a crime being committed we will share information with the Police.

To prevent significant harm to another person we will share information as we need to, with health, Social Care or the Police.

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

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

How well we help is linked to how much we understand and know. However, it is up to you what information you share with 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 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