

# EARLY START AND FAMILIES SERVICE INFORMATION SHARING AND STORAGE AGREEMENT

## How we will process and look after your personal data

We will need to collect a significant amount of personal data relating to you and any children or young people for whom you are parent or carer throughout the time that you are working with the early start and families service from the initial engagement with the service and any subsequent intervention that we establish in order that we can understand and provide what help you may need.

Your information will be stored and used for the purpose of providing services to you and the children or young people for whom you are parent or carer.

To help us to better understand your needs we may request additional information from other organisations such as health, education, social care, private and voluntary agencies and support services to enable us to provide you with the services you need.

If we cannot cover all of your needs we may need to share some of this information with other organisations such as health, education, social care, private and voluntary agencies and support services to enable us to provide you with the services you need. You will be notified of any third- party involvement.

Please be assured that this information along with any information gathered throughout the lifetime of any intervention offered will be stored securely within a secure electronic recording system or locked in a secure filing system in line with our policies and procedures.

At times information that is gathered and recorded as part of the early help services provided and any subsequent intervention may be used by Barnsley Council for local and national monitoring and reporting purposes.

Personal information will be treated as highly confidential and will not be shared without your permission for any other reason unless we are required by law to share it or unless you or anyone else will come to some harm if we do not share it. In any case we will only ever share the minimum information we need to share.

Early help services provided via any request for service are voluntary and you have the right to withdraw from the process at any time. If you do choose to withdraw then you should inform us either verbally or in writing.

Barnsley Council's privacy statement is available to view at [www.barnsley.gov.uk/privacy](http://www.barnsley.gov.uk/privacy).