



Privacy Statement for Children and Young People

On 25th of May 2018, a new piece of law from the European Union came into being, called the *General Data Protection Regulation* or *G.D.P.R.* for short. Before this, there were laws about protecting information but these have been improved to protect everyone's personal information when it collected and kept by someone else, whether that is us (Homescope), facebook, snap chat, Google, or any other organisation. You have probably had lots of texts or emails on your phone or computer from companies already telling you about how they look after your information.



"Homescope", looks after or supports you for your Local Authority (*Social Worker etc.*)

To do this we have to collect and keep some personal information about you. So that we follow the law, we have to tell you the following things:-

What Information We Collect about you:-

- Your name, date of birth and home address
- Details about your past in Care and will probably collect information about yourself and your family from before you came into care (We will

only collect and keep information that helps us to understand you, to support you and if necessary to get you other trained help. We will not keep information that is not needed for your support/care and will consult you and your Local Authority regularly to make sure that this information is up to date and correct.

- Details about your family, so that we can keep them informed of how you are and how you are doing; unless the courts have said that we cannot tell certain family members, or that we cannot because we have lost or never had contact.
- Education Information, so that we can make sure that you can get the best education possible. You may not feel that you want this, but the law says that we have to do this on behalf of your parents.
- Health Information, so that we can support you with your health and keep you safe in your body and your mind.
- Any Offending Behaviour in your past or present. This is to keep you safe and free from offending and also for the protection of others



How we collect your information

- We get most of the information about your time in care and before this, from your local authority in a number of ways :-
 - Basic information before you join us. If you don't join us, we destroy or return this information.
 - Care Plans, Court orders (only what the court says we have to do - the Social Worker keeps the rest)

- Reviews
- Risk Assessments
- Education information. - We will attend your Personal Education Plan review with you or be sent that information after the meeting.
- Health Information (We may get some from the health service direct, but you would know about any information given whilst you are with us.
- Emails and letters sent to us from people who are allowed to deal with you.
- Offending behaviour from the Youth Offending Team, the courts or on occasions the police.
- We keep paper records and electronic records.



*Most importantly! We get information and check information from you. This helps us to know what you think, to keep our information up to date and it allows you to let us know where we might have wrong. Always attend meetings where you can and talk to staff/managers, independent visitors, social workers etc., when you can. Your information is needed.

Are we allowed to collect and keep your personal information?

- We collect and keep your personal information as part of our duty under the Children's Act, to support you and keep you safe on behalf of the Local authority.
- We have a legal Duty to share information with the courts in relation to social reports and offending reports.
- We have a duty to share information where your care or that of other children/young people is a "safeguarding" concern. (That is real risk to physical or emotional health of yourself or other children/young people).

- We have to keep information that relates to risky behaviour either to other children/ young people, staff and other people in the community, for Health and Safety reasons.
- We have to justify or reason for collecting the information under 6 categories in the new law. (You can see these should you wish)

Please note, where we share information with other agencies or other companies, we have to have an agreement with them about how they will keep your information safe.

How long do we keep this information.

We would attempt to send most of your information back to the Local authority 6 months after you have left us, but the law allows us to "archive" (put aside in a safe place) information after there has been nothing done with it for 3 years. You need to be aware that children's/files should be kept for 75 years. We see this as the Local Authorities duty and pass the information we have back to them.



Your Rights

To see personal information we have about you + :-

- The reasons that we keep that information
- The types of information we hold and the legal reason for keeping the information.
- Who we will share your information with

- How long we will store your information for
- Where we got your information from

Note! You will not be allowed to see information that contains information about another young person unless they are disguised in a way that they cannot be identified.



Protecting Your Information

Homescope takes the protection of your information (your privacy) seriously and we take every reasonable measure and precaution to protect you and your information from people who should not see it, being able to see it, telling others about it, altering it or getting rid of it. We have things to protect that such as:-

- Physical protection i.e., locking away info and logging off computers.
- Web-site security certificates
- Layered authorisation (this means that different staff can only access different level of information depending upon what they are allowed to see) The most sensitive information and ability to change is done at higher levels of staff.
- Information going outside via internet being encrypted wherever possible.

Sharing your personal information -

We do not share or give any of your personal information without your consent other than where than for purpose we have explained in this document, when we are required to do under law, such as to courts, doctors, local authorities etc.

Making a Complaint

Homescope collects and keeps your personal information as we have stated in this privacy notice in line with the *General Data Protection Regulations*. If you wish to make a complaint about how we have handled your personal information you can make a complaint to:-

Homescope Independent Living

Patricia Neil - Data Protection Officer

Lakeside

Alexandra Park

Prescot Road

St Helens

WA10 3T

Tel 01744 612020

Please Note! You can make a complaint or ask questions of any Homescope staff or you can ask them to help you to make a complaint, or request.

This Privacy Statement has been simplified to help yourself as a child or young person to understand the statement. If you would like to see the full statement, then either ask a member of staff for a copy or use the web link ; <http://www.homescope.co.uk/privacy-policy.php>