



Your privacy

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. This Law tells us how we must keep all of your private information or "data" safe.

What do we mean by Data?

Data is anything about you that would help to identify you. For example, your name, address and birthday.

What information do we have about you?



- Your name, date of birth and home address
- Details about your past and your family. We will only keep information that helps us to understand you and to support you and we will not keep information that is not needed.
- Details about school so that we can make sure that you can get the best education possible and so that we can see how you are doing and help you if needed.

- Details about your health so that we can support you to be healthy and enjoy a healthy lifestyle.
- Any Offending Behaviour in your past or present. This is so we can help you to be safe.

Who gives us the information?



- Your social worker
- School
- School Nurse or your Doctor
- Sometimes we get information from the Police or from Court.
- Your parents or the people that looked after you before we did.
- Most importantly! We get our most useful information from you!!! This helps us to know what you think and how you are feeling and gives you the chance to have a say about how we support and look after you.

What will happen when you move out of your home?



- We may need to share your information with your social worker or the people who are going to live in your new home. We will only share things that they need to know to keep you safe.

- All of our information that we have about you will be kept safe for up to 6 months after you have left us, but will then return it to your Social Worker. His/Her authority will be responsible for keeping it safe for up to 75 years.

Your Rights



To ask why we:

- Keep information about you
- What information we have about you and why we have it.
- Who we will share your information with.
- How long we will store your information for.
- Where we got your information from.

How are we going to protect your privacy?



- Our office will be locked and the cupboard where all the private things are will be locked too.
- We have really safe computers and no one can look at anything private about you on our computer without a special password. We only give a password to the people caring for you and they all keep it very secret.

- We only tell people what they NEED to know about you to help you or keep you safe. Some very private information will only be known by your social worker and the manager.
- We have a very safe way of sending emails so that your information is always private and can only be read by the person we have sent it to.

Making a Complaint



If you think that we haven't kept your private information safe or if you have a question or a worry then you can speak to Pat about it.

Patricia Neil - Data Protection Officer

Lakeside

Alexandra Park

Prescot Road

St Helens

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