

Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Leicestershire Teen Health Service

What Information do we need from you?

- We need to know the following about you:
- Your name
- Your address and other contact information such as your e-mail address and your mobile telephone number
- Your date of birth
- The school you attend
- Your gender, ethnicity, any health or disability needs
- Details of any contacts we have with you such as phone calls, meetings, groupwork or other support and interventions
- Details of any assessments carried out

Why do we need this?

We need this information to help us understand what the needs of the children and young people we support are, whether we have provided services previously and whether they helped, and to help us make sure that any future support we offer is the best for the needs identified.

We may also need this information to:

- Provide you (and perhaps your family) with a number of services
- Enable us to carry out specific functions for which we are responsible;
- To help us to ensure we are providing a safe, high quality service;
- Assess the quality of our services;
- Evaluate and improve our performance and our policies;
- Derive statistics which inform decisions about future delivery of our service;
- Fulfil any statutory requirements;
- Carry out research including consultations;
- Carry out Equality Monitoring;

The data we collect may include any of the examples above, including the reasons you were referred to us in the first place, and notes based on any other information about your situation that you choose to share with us.

Sensitive information will only be collected where necessary, for example, we may need to collect health information from you when you are referred to us, in order to understand your needs and make sure we are sensitive to your current situation.

We may need to understand more about your background to support the monitoring of the effectiveness of our programmes. In some cases, we may need to share anonymised information when we are evaluating how effective our support has been. We will always explain why we collect this information, stating what information is needed, and why and we will obtain your explicit consent to use sensitive information.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations and our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements under the following UK laws. Please note, this is not an exhaustive list:

- The Welfare Reform Act 2012
- The Localism Act 2011
- The Children Act 1989, 2004
- The Children and Family Act 2014
- The Health & Social Care Act 2012
- The Health and Social Care (Safety and Quality) Act 2015
- The Education (Information About Individual Pupils) (England) Regulations 2013
- The Children and Social Work Act 2017
- The Care Act 2014
- The Mental Capacity Act 2005
- Mental Health Act 1983, 2007
- Local Safeguarding Children & Adults Boards Regulations 2006 (SI 2006/90)
- The Localism Act 2011
- The Crime and Disorder Act 1998
- The Welfare Reform Act 2012
- The Childcare Act 2006
- Health and Care Act 2022
- Domestic Abuse Act 2021
- Working Together 2018

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to

share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Your GP
- Your School
- Parent/Carer
- CAMHS
- Triage and Navigation
- Turning Point
- Specialist health services such as First Steps ED
- Vita Minds
- Harmless
- Other LCC departments such as CFWS and Youth Justice

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK We will store your information on secure, internal systems.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service, the retention period will depend on the nature of the service that you have accessed. The LCC information asset register sets out retention periods for the data we hold and so data will be retained accordingly.

What if something changes?

If the information you provided changes or your circumstances change, please contact teenhealth@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.