

This notice explains what personal data (information) we hold about your child and family, how we collect it, and how we use and may share information. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## **Who Collects the Information**

Catholic Care is the 'data controller' and gathers and uses certain information about your child and family.

## **Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

## **About the Information we Collect and Hold**

The table set out in the Schedule summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with others in relation to safeguarding issues.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

We may also collect your data in the form of photos & videos.

Photos and videos may be used as a part of our social media, web & publicity.

## **Where Information May be Held**

The information that we collect about your child and family is held on a secure electronic recording system. If we have any paper records these are kept in secure storage. We have secure measures in place to seek to ensure that there is appropriate security for information we hold.

## **How Long we Keep your Information**

We keep information about your child and family for no longer than is necessary and for the purposes that the information is processed. Further details of this are available in our Record Retention Schedule (Schools, Children and Family Wellbeing Service) which forms part of the Record retention Policy (Schools, Children and Family Wellbeing Service)

## **Your Rights to Correct and Access your Information and to Ask for it to be Erased**

Please contact [dataprotection@catholic-care.org.uk](mailto:dataprotection@catholic-care.org.uk) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. By

contacting [dataprotection@catholic-care.org.uk](mailto:dataprotection@catholic-care.org.uk) we will provide you with further information about the right to be forgotten, if you ask for it.

## **Keeping your Personal Information Secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an authorised way.

We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **How to Complain**

We hope that by contacting [dataprotection@catholic-care.org.uk](mailto:dataprotection@catholic-care.org.uk) we can resolve any query or concern you raise about our use of your information. If not, please refer to the Organisation's Complaints Policy. If you are still not satisfied, contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

THE SCHEDULE  
ABOUT THE INFORMATION WE COLLECT AND HOLD

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
Name of child young person	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker. This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Date of Birth	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker. This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Address	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker. This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Name of Parent/ Carer	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker. This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person

	young person.		
Gender of child	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker  This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
School attended	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.  This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Religion	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.  This information is also used on the consent form use to seek permission from parents/guardians to deliver the service to the child/ young person.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Ethnicity	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Attendance Percentage of child	Referral Form which is completed by a designated pastoral lead in the school.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Other family members e.g. siblings	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the	To provide a safe and appropriate support service	To make contact with parents to discuss our intervention. For safeguarding the

	Catholic Care Social Worker.	to the child/young person.	child/young person
Whether the child is identified as pupil premium	Referral Form which is completed by a designated pastoral lead in the school.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
If the child has a disability	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Whether the child is 'looked after' by the local authority.	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young person.	To make contact with carer to discuss our intervention. For safeguarding the child/young person
If the child or young person is registered on the local authority child protection register, if they are registered as a 'Child in Need' or a child receiving support around an 'Early Help Plan'	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young	For safeguarding the child/young person
If the parent has a disability, or other issues that would make the child/young person a young carer	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young person. Who is a Young Carer	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Reason for referral, what are the issues that the child is experiencing.	Referral Form which is completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	To provide a safe and appropriate support service to the child/young person.	To make contact with parents to discuss our intervention. For safeguarding the child/young person
Name of the	Referral Form which is	To provide a	To make contact with

person making the referral	completed by a designated pastoral lead in the school, or a parent/carer or the Catholic Care Social Worker.	safe and appropriate support service to the child/young person.	parents to discuss our intervention. For safeguarding the child/young person
Case recording notes	Case recording system on icloud or paper files in secure locked storage or Cpoms or Cedar electronic systems on secure school IT sites	To provide evidence of sessions taken place. To record issues discussed with child/young person	Case notes would only be shared if requested by the police with signed data release application or at the request of the Court again with appropriate documentation. Information may also be shared with appropriate designated safeguarding leads in relation to child protection/ safeguarding issues.
Educational Psychology Reports	Held on system on icloud.	To provide a safe and appropriate support service to the child/young person.	Reports are shared with parents and designated staff in school. Sometimes external agencies also receive EPS reports in order to access specialist services for children and young people.
Photos & videos	Employees working for the Organisation or someone employed specifically for an event.	Photos and videos may be used as a part of our care records, social media, web & publicity	Information may be shared on the Organisations website or through social media

\* Further details on how we handle sensitive personal information [and information relating to criminal convictions and offences ]are set out in our [set out details of the policy on processing special categories of data and, where relevant the policy on criminal records information, as required under Data Protection Bill], available [set out details of how employee can access the policy/policies, eg from the HR department].