

This notice explains what personal data (information) we hold about the young person, how we collect it, and how we use and may share information about the young person during their placement and after it ends. We are required to notify the Local Authority and young people aged 16 years and over of this information under data protection legislation. We ensure that the young person and / or their social worker reads this notice (sometimes referred to as a privacy notice) and any other similar notice we may provide to them from time to time when we collect or process personal information about that young person.

Who Collects the Information

Catholic Care is a 'data controller' and gathers and uses certain information about the young person.

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

Where Information May be Held

Information may be held at the Residential Care Home and our Head Office. We have secure measures in place to seek to ensure that there is appropriate security for information we hold.

We may also collect data in the form of photos and videos. These may be used as part of our care records, social media, web and publicity.

How Long we Keep your Information

We keep information about the young person during and after their placement for no longer than is necessary for the purposes for which the personal information is processed. Further details on this are available in our Record Retention Schedule (Residential Children's Home) which forms part of our Record Retention Policy (Residential Children's Home)..

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

The young person can access sensitive information through your social worker. The young person's files and records can be accessed by them asking their key worker. They have the right to access their information at all times. The permission of their social worker would be required if you wanted something to be removed from your file.

Keeping Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to the young person's personal information to those who have a genuine business need to know it. Those processing the young person's 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 where we are legally required to do so. We will notify the young person and / or their social worker and any applicable regulator or a suspected data security breach where we are legally required to do so.

How to Complain

The young person should first make a request to access his information through the home's Registered Manager. Failing this, a complaint can be made to Children's Rights and then to Ofsted. Please refer to the organisation's children's policy for making a complaint. If the young person is still not satisfied, they can contact the information commissioner at ico.org.uk/concerns or telephone 0303 123 1113 for further information about rights and how to make a formal complaint.

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Young person's name, date of birth, health, general welfare.	From the young person's social worker.	Legitimate interest: to form the basis of the care records.	To form the basis of the care records. Elements of information may be shared with professionals in the life of the young person including health, education and Police. The information is provided on a 'need to know basis'.
Names of parents and siblings of the young person.	From the young person's social worker.	To enable contact arrangements to be made.	To form the basis of the care records. Elements of information may be shared with professionals in the life of the young person including health, education and Police. The information is provided on a 'need to know basis'.
Brief history of the young person. This may include details of family members and will include the names of health and therapeutic professionals.	From the young person's social worker.	Legitimate interest: to form the basis of the care records.	To form the basis of the care records. Elements of information may be shared with professionals in the life of the young person including health, education and Police. The information is provided on a 'need to know basis'.
Third party information including date of Court Order, name of Judge, names of health and therapeutic professionals, previous carers' information, doctor, dentist and optician.	From the young person's social worker and Court documents.	To comply with our legal and regulatory obligations.	To form the basis of the care records. Elements of information may be shared with professionals in the life of the young person including health, education and Police. The information is provided on a 'need to know basis'.
Daily running reports could also contain initials of other young people living in the home.	Staff Team	To comply with our legal and regulatory obligations.	May be shared with the young person's social worker.

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Chronological/history contains details of the young person from birth to the time of placement. This will include parent and sibling names.	From the young person's social worker.	Legitimate interest: to form the basis of care records and good child care practice.	Only shared with the social worker.
Key Worker sessions including photographs of the young person.	Staff Team	To form the basis of care records and good child care practice. To comply with our legal and regulatory obligations.	Shared with the young person's social worker and the regulatory authorities (Ofsted and the Independent Regulation 44 Inspector)
Risk assessments	Staff Team	To form the basis of care records and good child care practice. To comply with our legal and regulatory obligations.	Shared with the young person's social worker and the regulatory authorities (Ofsted and the Independent Regulation 44 Inspector)