



## Fife Women's Aid

### **Data Protection Privacy Notice (Parental Responsibilities)**

This notice explains what personal data (information) we hold about a child in your care (who will be referred to as your child in the remainder of this document), how we collect it, and how we use and may share information about them during their support, and after it ends. Please note this will also apply to information we process relating to you, as their carer, too. We are required to notify you and your child of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as the 'privacy notice') and that your child reads their own notice which will be provided to them (or that this can be explained to them).

#### **Who collects the information**

Fife Women's Aid (the 'Organisation') is a 'data controller' and gathers and uses certain information about you. Where the organisation is also a 'data processor', we will process information received from third parties about you.

#### **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 on the following pages, appendix 1, summarises the information we collect and hold, how and why we do so. Details on how we use it and with whom it may be shared can be found on appendix 2.

We ensure that all data sharing is done securely, and that it is proportionate. This means that we share only the minimum amount of personal data required, and only with those that need to have access.

In delivering our services Fife Women's Aid will normally only share personal information with another agency/organisation with your consent, such as other Women's Aid groups, Voluntary Organisations, Fife Council and/or Police Scotland.

There are exceptional circumstances where we may have to disclose personal information without your consent. These are:

- If we believe that either you or someone else is at risk of significant harm. Fife Women's Aid staff have a duty to report any issues relating to child protection or adult safeguarding.
- Where there is another legal reason or requirement to disclose your personal information.

We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Information will be held on our secure online data storage facility which is only accessed by us at Fife Women's Aid, all data stored in this way is encrypted. Paper copies of your information may also be stored, this will be done securely and only accessed by staff and volunteers of Fife Women's Aid.

### **How long we keep your child's information**

Fife Women's Aid will keep your child's data for 8 years after you last have contact with us (unless there is ongoing legal action then they may be kept for longer) and that is only used for the reasons we have told you about. Details of this can be found in our Data Protection policy which tells you how long we will normally hold your information for.

### **Your rights to correct and access your child's information and to ask for it to be erased**

Please contact Fife Women's Aid either by e-mail, telephone or in writing (in accordance with applicable law) if you would like to correct, or request access to information that we hold relating to your child or if you have any questions about this notice. Your child also has the right to ask Fife Women's Aid for the information we hold and process to be erased (known as the 'right to be forgotten'). Please contact us if you require further information on this.

## **Keeping your personal information secure**

Fife Women's Aid has appropriate technical and organisational measures in place to prevent the personal information we hold about your child from being accidentally lost, used or accessed in an unauthorised way.

We limit access to your child's personal information to those who have a genuine need to know it. Those processing your child'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. We will notify you, your child, and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **How to complain**

We hope that Fife Women's Aid can resolve any query or concern you or your child may raise about our use of their information (please refer to our complaints policy, which is available on request). If not, you can contact the Information Commissioner at [ico.org.uk/concerns/](https://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your child's rights and how to make a formal complaint.



## Schedule relating to the information we collect and hold

(appendix 1)

The information we collect	How we collect the information	Why we collect the information and how we use this
<p><b>Your child’s name, contact details (i.e. address, home and mobile phone numbers, email address)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration.</p>	<p>Legitimate interest: To complete registration form details and to enter your child’s details onto and to identify your child on our case management system.</p> <p>Valid reason: to identify your child on case management system and to enable us to contact you or your child</p>
<p><b>Your child’s date of birth and gender</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration.</p>	<p>Legitimate interest: To complete registration form details, and to identify your child on our case management system. For anonymised information for funders. This will be held on our case management system.</p> <p>Valid reason: to identify your child on our case management system and to help provide a tailored support package to meet your child’s needs.</p>
<p><b>Parent/carer’s details (e.g. name, address, home and mobile numbers, email address, date of birth, details of the abuse experienced, child contact arrangements,</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration, and during support.</p>	<p>To complete registration form details, risk assessment and risk planning, and to help us provide the best tailored support package to meet your child’s needs.</p> <p>This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your child’s needs, to ensure safety of your child and your family, and to ensure safety of staff.</p>
<p><b>Details of the parent/carer CYP resides with – information about physical health, mental health, medication, alcohol and substance misuse, addictions, charges or convictions)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration, and during support.</p>	<p>Explicit consent: To complete registration form details, risk assessment and risk planning, and to help us provide the best tailored support package to meet your child’s needs.</p> <p>This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your child’s needs, to ensure safety of your child and your family, and to ensure safety of staff.</p> <p>We will not hold information about your child’s health without their or your consent.</p> <p>Criminal conviction information is held on a vital interests basis to ensure the safety of your child and others.</p>

<p><b>If applicable details of your child’s children (name, address, date of birth, father, Social Work involvement)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment and during support</p>	<p>Legitimate interest: To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your child’s needs. This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your child’s needs, and to ensure safety of your child and your family.</p>
<p><b>Details of your child’s siblings (brothers and sisters)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration</p>	<p>Legitimate interest: To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your child’s needs. This will be held on our case management system.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child’s needs, to ensure safety of your child and your family, to ascertain support networks and relevant people in your child’s life.</p>
<p><b>Details of the anyone who may be of risk to your child (e.g. name, address, date of birth, description, relationship to you, bail conditions, details of the abuse, child contact arrangements, mental health issues, alcohol and substance misuse, addictions)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment, and during support</p>	<p>Legitimate interest: To complete risk assessment and safety planning for your child and family, and staff. This will be held on our case management system.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child’s needs, to ensure safety of you and your family, and to ensure safety of staff.</p>
<p><b>Emergency contact details for your child (name, address, phone number, relationship to you)</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at registration</p>	<p>It is a vital interest for contact in emergencies if we have a concern about your child’s safety, or if we cannot reach the parent. Info gathered on registration form and this will be held on our case management system.</p> <p>Valid reason: to have a reliable contact in emergencies if you are not contactable.</p>
<p><b>Your child’s racial or ethnic origin, first language, sex and sexual orientation, religious or similar beliefs</b></p>	<p>From you and/or your child, other agencies (as detailed in Appendix 2) at referral and registration</p>	<p>Explicit consent: To gather information at registration, to ensure we meet your child’s particular needs. This is recorded on registration form and will be held on our case management system.</p>

		<p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs.</p> <p>We will not hold information about your child's ethnic origin or race or sexual orientation without your or their consent.</p>
<b>History of offences or behaviour difficulties relating to your child</b>	From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment and during support	<p>Explicit consent: To gather information for risk assessment and management, and to tailor support package.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs, to ensure safety of your child others, to ensure safety of staff.</p>
<b>Your child's education details (name, address and telephone number of school or nursery)</b>	From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration and during support	<p>Legitimate interest: To gather information at registration to plan support package. Information recorded on registration form which is held on case management system.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs and for arranging one-to-one sessions during school hours if required.</p>
<b>Details of named person (name, phone number) for your child</b>	From you and/or your child, other agencies (as detailed in Appendix 2) at registration and during support	<p>Legitimate interest: Information gathered on registration form and held on case management system. Allows joined up working.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs, and to ensure we are contacting the right person should we have welfare or safety concerns regarding your child.</p>
<b>Child Protection details (if relevant) relating to your child</b>	From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment and during support	<p>Vital interest: To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your child's needs. This will be held on our case management system.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs, and to ensure safety of your child.</p>
<b>Other agency involvement (for your child and immediate family)</b>	From you and/or your child, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment, and during support	<p>Legitimate interest: To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your child's needs. This will be held on our case management system.</p>

		Valid reason: To ensure we can provide the best tailored support package to meet your child's needs, and that we co-ordinate this with other agencies to provide the best support for your child and to avoid duplication of services.
<b>Your child's support network (supportive people around them)</b>	From you and/or your child at registration and risk assessment	Legitimate interest: To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your child's needs. This will be held on our case management system.  Valid reason: To aid support planning re: support networks and peer support, and to identify relevant people to your child.
<b>Monitoring and Evaluation Consent Form</b>	From you and/or your child at registration and during support	Consent: To ascertain whether you are happy for your child to participate in routine evaluations, consultations, etc. Your consent and/or your child's will be gathered at registration or during support and will be held on our case management system.  Valid reason: To assess whether you (or your child) are happy with our service, to help shape our future service and practice, and to provide anonymised information to funders.
<b>Photograph/Video Recording Consent Form</b>	From you and/or your child at registration and during support	Consent: To ascertain whether you and/or your child consent for us taking photos/filming (to include your child), to what extent, and what can be included in this, and how this is used. Consent (or not) will be held on our case management system.  Valid reason: Evidence of support work., to provide anonymised information to funders, other FWA events (with consent)
<b>Your child's chronology (a list of significant / important events in your life)</b>	From you and/or your child at registration	Legitimate interest: To help us plan support and assess what your child's needs might be. This will be held on our case management system.  Valid reason: To ensure we can provide the best tailored support package to meet your child's needs and identify significant memories and events that may have an effect during the support period
<b>Your child's support plan/review (information about you relating to the Wellbeing Indicators – Safe, Healthy, Achieving, Nurtured, Active, Respected,</b>	From your child and/or you during support	Legitimate interest: Support plans and reviews help us plan support and assess what your child's needs might be. This will be held on our case management system.

<b>Responsible, Included) and an list of actions for your support plan</b>		Valid reason: To ensure we can provide the best tailored support package to meet your child's needs
<b>Your child's support work resources (work books, work sheets, posters, drawings, customised resource tools)</b>	From your child and their key worker during support	<p>Legitimate interest: Resources and work completed by your child will be held on our case management system to evidence your work and any progress. Visual evidence.</p> <p>Valid reason: To ensure we can provide the best tailored support package to meet your child's needs and to gauge any changes in their feelings and circumstances during support.</p>
<b>CCTV Images</b>	CCTV system in purpose built refuge	<p>Legitimate interests</p> <p>For the prevention and detection of crime against service users, staff and the property.</p> <p>To ensure the safety of all residents and staff.</p>

## Who we may share your information with (appendix 2)

In providing our services Fife Women's Aid will normally only share personal information with another agency/organisation with your permission. Agencies that we may need to share information with (to ensure we meet your best interests and support you the best we can) are:

- Other Women's Aid groups
- Health (Health Visitor, GP, School Nurse, Psychologist, Psychiatrist, BEST Healthy Eating, Mental Health Services, CPN)
- Education (School, Nursery, College, 16+ Key Worker, Adult Education)
- Fife Council and other local authorities (Housing, Social Work Children and Families, Social Work Adult Services, Social Work Criminal Justice, Child Protection, Adult Protection, Education Services, Transport Services)
- Police
- Public Protection Unit / Domestic Abuse Unit
- The Job Centre
- Department for Work & Pensions
- Children's Rights Fife
- FRASAC (Fife Rape and Sexual Assault Centre)
- KASP (Kingdom Abuse Survivors Project)
- Freedom /Saje
- Safe, Secure and Supported at Home
- CARF (Citizens Advice and Rights Forum)
- Homestart
- Penumbra
- Family Support in Fife
- Addiction Services
- Clued Up
- DAPL
- Centre for the Vulnerable Child
- CAMHS (including CAMHS Primary Mental Health Workers)
- Family and Community Support Team
- CEDAR Plus
- Fife Gingerbread
- Mellow programmes
- Includem
- Youth 1<sup>st</sup>
- Barnardos
- Young Carers
- Bikeworks Fife
- Clothes Bank
- Fife Childminding Services
- Foodbank
- Scottish Welfare Fund

- Lawyers / Solicitors
- Circles Network
- First
- Adapt
- Shelter
- Greener Kirkcaldy
- YMCA
- The Cottage
- Families Outside
- Toybox
- Eat, Play and Sleep
- Buttle Trust

There may be other agencies that can help you too so this list is not all that we may have contact with in order to support you.