



Fife Women's Aid

Data Protection Privacy Notice (Young People)

This notice tells you what personal data (information) we hold about you such as your name and address and how to contact you, how we collect the information, and how we use it, and how we may share information about you during the time we are supporting you, and sometimes, after that support has ended. We have to tell you about this information because of new data protection laws. This means that we have to keep the information we hold about you safe. Please make sure that you read this notice, sometimes called a 'privacy notice'.

Who collects the information?

It will usually be your key worker's job to collect information from you. Sometimes we get information from other organisations such as your school, doctor or social worker about you that we will hold alongside the information you have given us.

Data protection principles

We will follow and stick to the data protection principles when gathering and using personal information, as set out in our Data Protection Policy. This means that Fife Women's Aid promises to respect and keep safe any personal information you share with us or that we get from your mother/carer or any other agencies/organisations.

About the information we collect and hold

The table set out on the following pages, appendix 1, shows the information we collect and hold, and 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 make sure that if we need to share your information, that it is done safely and securely, and that we only share the amount of information that we really have to, and that is relevant to help support you. We will only share this with people/agencies that really need this information to help you.

In providing our services Fife Women's Aid will normally only share personal information with another agency/organisation with your permission. This is done to make sure that we meet your best interests and support you the best we can.

There are some times, in exceptional circumstances, where we may have to disclose personal information without you telling us it is OK to do so. 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. This is to help ensure the safety of children and adults by telling people who can help.
- Where there is another legal reason or requirement to share your personal information.

We will let you know about any changes to the information we collect, or if the reason we collect and process it changes.

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 information

Fife Women's Aid will keep your 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. (You or your parent/carer can ask your key worker for a copy of this or ask at our main office)

Your rights to correct and access your information and to ask for it to be erased

Please contact Fife Women's Aid either by e-mail, telephone or in writing if you would like to correct, change, or request access to information that we hold relating to you. Remember, you can contact us at any point if you have any questions about this notice.

You also have the right to ask Fife Women's Aid for the information we hold and process to be deleted (known as the 'right to be forgotten'). If you ever change your mind about the permissions you have already given, please contact your key worker or Fife Women's Aid office. Again, 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 make sure that the personal information we hold about you can never be accidentally lost, used or accessed in an unauthorised way.

Only those who actually need to know about your personal information will have access to it. Those handling your information will do so only in a lawful way and are subject to a duty of confidentiality (meaning they will not share this information, unless because of exceptional reasons, they really have to, as detailed previously - like keeping you safe).

Fife Women's Aid has procedures in place that we must follow if we think there has been a break in data security. We will notify you and any relevant regulating organisation if we think there has been a 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 raise about our use of your 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/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint, or you can ask your parent/carer to do this for you.

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
Your name, contact details (i.e. address, home and mobile phone numbers, email address)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral and registration.	<p>Legitimate interest: To complete registration form details and to enter your details onto and to identify you on our case management system.</p> <p>Valid reason: to identify you on case management system and to enable us to contact you</p>
Your date of birth and gender	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral and registration.	<p>Legitimate interest: To complete registration form details, and to identify you 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 you on our case management system and to help provide tailored support for your needs.</p>
Your 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)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral and registration, and during support.	<p>Legitimate interest: To complete registration form details, risk assessment and risk planning, and to help us provide the best tailored support package to meet your needs.</p> <p>This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your needs, to ensure safety of you and your family, and to ensure safety of staff.</p>
Information about the parent/carer you reside with – their physical health, mental health, medication, alcohol and substance misuse, addictions, charges or convictions)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral and registration, and during support.	<p>Explicit consent:</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 needs.</p> <p>This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your needs, to ensure safety of you and your family, and to ensure safety of staff.</p>

<p>Details of any children (name, address, date of birth, father, Social Work involvement)</p>	<p>From you, your parent/carer, 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 needs. This will be held on our case management system.</p> <p>Valid reason: to provide a tailored support package for your needs, and to ensure safety of you and your family.</p>
<p>Details of any siblings (brothers and sisters)</p>	<p>From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral and registration</p>	<p>To complete registration form details, risk assessment and risk planning, and to ensure we can provide the best tailored support package to meet your 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 needs, to ensure safety of you and your family, to ascertain support networks and relevant people in the child's life.</p>
<p>Details of people who may be of risk to you or may have harmed you (the person who caused the domestic abuse) (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)</p>	<p>From you, your parent/carer, 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 you and your 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 needs, to ensure safety of you and your family, and to ensure safety of staff.</p>
<p>Emergency contact details (name, address, phone number, relationship to you)</p>	<p>From you, your parent/carer, other agencies (as detailed in Appendix 2) at registration</p>	<p>Vital interest: It is a vital interest for contact in emergencies if we have a concern about you or your safety. 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 your parent/carer is not contactable.</p>
<p>Your racial or ethnic origin, first language, sex and sexual orientation, religious or similar beliefs</p>	<p>From you, your parent/carer, 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 particular needs. This is recorded on registration form and will be held on our case management system.</p>

		Valid reason: To ensure we can provide the best tailored support package to meet your needs.
History of offences or behaviour difficulties	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment and during support	Explicit consent: To gather information for risk assessment and management, and to tailor support package. Valid reason: To ensure we can provide the best tailored support package to meet your needs, to ensure safety of you and your family, to ensure safety of staff.
Education details (name, address and telephone number of school or nursery)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral, registration and during support	Legitimate interest: To gather information at registration to plan support package. Information recorded on registration form which is held on case management system. Valid reason: To ensure we can provide the best tailored support package to meet your needs and for arranging one-to-one sessions during school hours if required.
Details of named person (name, phone number)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at registration and during support	Legitimate interest: Information gathered on registration form and held on case management system. Allows joined up working. Valid reason: To ensure we can provide the best tailored support package to meet your needs, and to ensure we are contacting the right person should we have welfare or safety concerns regarding you.
Child Protection details (if relevant)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment and during support	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 needs. This will be held on our case management system. Valid reason: To make sure we can provide the best tailored support package to meet your needs, and to ensure safety of you and your family.
Other agency involvement (for yourself or your parent/carer)	From you, your parent/carer, other agencies (as detailed in Appendix 2) at referral, registration, risk assessment, and during support	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 needs. This will be held on our case management system. Valid reason: To make sure we can provide the best tailored support package to meet your needs, that we co-ordinate this with other agencies to provide the

		best support for you and avoid duplication.
Your support network (names of people who support you)	From you, your parent/carer at registration and risk assessment	<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 needs. This will be held on our case management system.</p> <p>Valid reason: To aid support planning re: support networks and peer support, and to identify relevant people to you.</p>
Monitoring and Evaluation Consent Form	From you or your parent/ carer at registration and during support	<p>Consent: To find out whether you would like to take part in routine evaluations, consultations, etc. Your consent or that of your parent/carer will be gathered at registration or during support and will be held on our case management system.</p> <p>Valid reason: To assess whether you are happy with our service, to help shape our future service and practice, and to provide anonymised information to funders.</p>
Photograph/Video Recording Consent Form	From you or your parent/ carer at registration and during support	<p>Consent: to find out whether you and/or your parent/carer are OK with us taking photos/filming and what can be included in this, and how this is used. Consent (or not) will be held on our case management system.</p> <p>Valid reason: Evidence of support work., to provide anonymised information to funders, other FWA events (with consent)</p>
Your chronology (a list of significant / important events in your life)	From you or your parent/carer at registration	<p>Legitimate interest: To help us plan support and assess what your needs might be. 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 needs</p>
Your support plan/review (information about you relating to the Wellbeing Indicators – Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included) and an list of actions for your support plan	From you or your parent/carer during support	<p>Legitimate interest: Support plans and reviews help us plan support and assess what your needs might be. 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 needs</p>
Support work resources (work books, work sheets, posters, drawings, customised	From you and your key worker during support	Resources and work completed by you will be held on our case management system to evidence your work and any progress. Visual evidence.

resource tools)		Valid reason: To ensure we can provide the best tailored support package to meet your needs and to gauge any changes in your feelings and circumstances during support.
CCTV Images	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 1st
- 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.