

KCC Children, Young People & Education

Restorative Justice Privacy Notice

Who are we?

We are Kent County Council (KCC) Youth Justice Service. We have a duty to provide information to all those who have been affected by youth crime committed by the young people we work with.

There is a law called Data Protection and the United Kingdom General Data Protection Regulation (UK GDPR). This law means we must tell you:

1. What personal information we get about you
2. How we get your personal information
3. How we use your personal information
4. Who we can share your personal information with

What personal information we get about you

- Name, address, phone number, date of birth, gender.
- Ethnicity and disability.

We get this information from the Police and use it to contact you to offer you a service. If you choose not to receive a service from us, we will delete this information and not store anything about you.

If you agree to work with us, we will also need information regarding:

- Your thoughts and feelings about the offence(s) committed against you.

Reasons we record and use your information

We collect and use your information because:

- We have a legal duty to do this as part of the 'Code of Practice for Victims of Crime in England and Wales' November 2020.
- We want to do restorative work to support you and to support the young person to understand the harm they have caused.

How we get your personal information

We get this information from:

- The Police
- What you tell us when we work with you

How we use information about you

We use information about you to:

- Make sure you and your family get the right support at the right time from us and from other services if required.
- Help us make sure that we are doing the best job for you and everyone we work with.

We only keep your information if you agree to work with us, and then we keep it safe until the young person's Court Order has finished. At this point we destroy the information and cannot get it back.

Keeping your personal information safe

We have security which prevents information from being accidentally lost or used in the wrong ways.

We only let people see your information if they have a work reason to know it. Anyone seeing your information must do it confidentially. This means that they must not share it unless there is a good reason, such as if you or somebody else's safety is at risk.

Who we share your personal information with

We might share your personal information with:

- Other services who might help you or your family, but only if you would like us to.
- Workers in our team who are working with the young person (with your consent) so that they can understand the impact their behaviour has had on you.

Your Rights

Under the UK GDPR you have rights. For free, you can:

- Know what we are doing with your information and why we are doing it.
- Ask to see what information we have about you (Subject Access Request).
- Ask us to correct any mistakes in the information we have about you.
- Make a complaint to the Information Commissioners Office.
- If you agree to work with us, you can change your mind at any time, and we will destroy your information.

You can get more information about your rights and the United Kingdom General Data Protection Regulation from the UK Information Commissioners Office (ICO).

For more information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>