

KCC Children, Young People & Education
Early Help Privacy Notice
(including Youth Justice)



Who are we?

We are Kent County Council (KCC). We collect, use and are responsible for information about you.

Our Data Protection Officer is Benjamin Watts.

Our Early Help and Youth Justice teams work with other services to help us to support you and your family.

There is a law (called Data Protection and General Data Protection Regulation). 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

This notice will also tell you:

- Your rights about your personal information
- Who to contact if you need help or more information

1. What personal information we get about you

When we work with you, we need to know:

- Personal information (name, address, phone number, date of birth, gender)
- Ethnicity and disability

- Reasons why we are working with you, what is working well and what you are worried about
- Details of other services that are helping you

Reasons we record and use your information

We collect and use your information:

- to do work which the public need us to do (like helping children and families), or;
- because we have a legal duty to do this

2. How we get your personal information

We get this information from:

- What you tell us when we work with you
- The Police about crime, domestic abuse, going missing from home, anti-social behaviour, victims of crime
- School or College about your attendance, any problems and how you are doing
- Other KCC services who have been involved with you and your family
- The Department of Work and Pensions, details about people in your family who do not have jobs
- Health services about any medical or emotional needs you have
- District and Borough Councils about where you live

3. How we use information about you

We use information about you to:

- make sure you and your family, and victims of crime get the right support at the right time from us and from other services
- help us make sure that we are doing the best job for you and everyone we work with
- help us get any new services which will help support you and the people with work with
- keep you up to date about activities and events

How long your information will be kept

We keep your information safe until you turn 25. When you turn 25 we destroy the information and can't 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 your or somebody else's safety is at risk.

We have rules to deal with any problems with keeping your information safe. We will tell you if we have any problems with keeping your information safe.

4. Who we share your personal information with

We might share your personal information with:

- other teams and services who might help you or your family: family support, young carers, mental health, drugs, and education
- other organisations if they have a role with you or your family: district councils, housing providers, Police, school nurses, doctors, mental health workers schools and colleges
- Government Departments: Department of Education, Department of Work and Pensions, Ministry of Justice, Ministry of Housing, Communities and Local Government
- Ofsted and Her Majesties Inspectorate of Probation (HMIP) who inspect our work

We will share information with law enforcement or other councils when the law means we have to.

Your Rights

Under the 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 agreed to work with us voluntarily, you can change your mind

Sometimes, we can agree with you to:

- Delete information we hold about you
- Give you a copy of your information
- Change decisions we made
- Stop us using your information in some ways

We can't always agree to these things. Sometimes we have legal rules about keeping and using your information.

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

If you would like to action any of your rights, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Who to Contact

You can also contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk, or write to: Data Protection Officer, Sessions House, Maidstone, Kent ME14 1XQ if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for..

The General Data Protection Regulation means you can complain to the Information Commissioner. They can be contacted at <https://ico.org.uk/concerns> or via telephone on 03031 231113.

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