

**Personal Data – Explained**

Young person’s Name ………………………

When we offer TYST activities, we need some information about you (the parent or guardian) and the young person. Without this information we are unable to provide the programme which you have agreed to take part in.

**The sort of information we** **need:**

* Basic details like name, date of birth, contact details
* Notes, assessments, and reports about the young person’s needs – including medical matters
* Information about any criminal offending (actual or alleged)
* Information about protected characteristics such as ethnic origin and religion

**Your information is used to:**

* Decide what courses and support the young person needs
* Contact you about the activities
* Fulfil our obligations under the Equalities Act 2010 and to monitor our work

**How we obtain this information:**

If you have been referred to us by another organisation, such as the school, they will give us your name, basic details and permission for the young person to take time out from school.

* We will ask you to fill in some forms with more detailed information about yourself and the young person
* Information might also be sent to us by some-one supporting you – a teacher or family service worker
* We will keep records of the courses and activities you complete, and any other help you may need

**Sharing your information**

We need your information to provide the program but sometimes we may need to share information where it is in our legitimate interest to do so. This could include:

* To give updates to the school and receive payment
* With inspectors who check the quality of services to young people, but they will not keep personal information about you after they had checked it

There may be occasions were we may ask for your consent to share your information with other services e.g. to offer you similar support once you have completed our programmers such as colleges and careers services. You do not have to consent to these and can withdraw your consent if you have provided it

There may be occasions where we need to share your information outside of these circumstances where we have a statutory obligation to do so. This would be if:

* There are concerns about the welfare or safety of your-self or another young or vulnerable person
* There are concerns about harm to others or to public safety
* There is a need to prevent, detect or prosecute serious crime
* If a court instructs us to do so

**Our commitment to you**

We understand how important your personal information is. We will always process your personal information in line with our statutory obligations and Data Protection legislation. Full detail of how we use your information can be found on our web site ([www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk)). If you have any questions about how we use your data, wish to be given a copy of it or wish to withdraw your consent, please speak to your team leader.

**Please sign and date to confirm you have received a copy of this notice.**

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |