



CARE Family Support Services

Barnardo's Essex in partnership with The Children's Society East

Your Data, Your Rights

Details of the data that Barnardo's Essex CARE Family Support Services will record about you and what they will do with it

Your data is very precious and you have a right to expect that Barnardo's keep it secure and deal with it legally and fairly. This leaflet explains what data we record about you and why, what happens to it and how you can get a copy of your data.

The Data that Barnardo's records about you.

While Barnardo's is working with you we will record the following information;

- Your name, address, date of birth, your ethnicity, your gender, if you have a disability and, if you want to tell us, your sexual orientation.
- Why we are working with you
- The work that we are doing with you

Why we keep a record about you.

The main reasons that we keep a record of your data are;

- to help us decide how best we can help you
- to record how we have worked with you
- To assess how successful we have been in helping you and to report this to the organisations that are funding the work we do.
- To meet relevant requirements of the law or regulatory bodies.

The people we might share your data with.

The people who may see your record are;

- Barnardo's staff involved in providing you with a service and their managers
- Inspectors from Barnardo's and outside Barnardo's who want to make sure that we are providing you with a good service
- We may share your data with other people if we need to do so to keep you safe or to help us work with you, your worker will explain exactly who these people will be.
- We may share your data with other people so that they can provide you with another service, with your agreement.

The legal reasons that let us keep a record about you and use your data.



We are able to keep a record because we need to in order to provide a service funded by a council or health authority or because we could not provide with a service if we did not keep a record.

Sometimes a legal body such as a court might tell us to share your data or we decide to share it because we think that you might be harmed or harm someone else. If we do, we will tell you that we are doing to do this.

If we want to share your data for other reasons we will explain why we want to do this and you are free to agree or not. If you do agree you can change your mind at any time and we will stop sharing your data.

Who is legally responsible for looking after your data?

Barnardo's may be responsible for keeping your data safe and destroying it when it is no longer needed. Sometimes the organisation that pays for your service may be responsible for this. Your worker will explain who is responsible for your data.

What happens to my data when my service ends?

Barnardo's will keep you data safe and secure until we no longer need to know what service we provide you with and what work we did with you. This is usually six years unless you have been in care or have been harmed by anyone while we are working with you. Your worker will explain exactly how long your data will be kept for.

Sometimes we have to give your data to the organisation that pays for your service. If someone else will provide you with a service after Barnardo's we may give them your data. Your worker will explain if this will happen to your data.

Can I see my data?

You can have a copy of the data Barnardo's hold about you. You should e mail or write to your worker and ask for your record and we will usually let you have a copy within a month.

When you have stopped receiving a service from Barnardo's you should contact the Data Protection Officer who will arrange for you to be given your record. Their details are below.

Who you contact if you have any questions or want to complain?

1. You can speak to your worker or contact the manager of your service.
2. You can contact the person responsible for the way that we deal with everyone's data at Barnardo's, the Data Protection Officer. Their name is **Martine King** and you can contact her at **Barnardo's Head Office, Tanners Lane, Barkingside, Ilford, Essex IG6 1QG**
Telephone: 020 8550 8822 Email: dpo@barnardos.org.uk
3. **The Information Commissioner** is the person responsible for making sure organisations like Barnardo's keep your data safe and to uphold your rights in relation to your data. You can contact them at;



Information Commissioner
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 01625 545 745
ico.org.uk

You can view Barnardo's Privacy Policy in full on the website: www.barnardos.org.uk

Data Protection

Personal data and the information recorded in this form will be used to enable staff to offer appropriate support and for monitoring and evaluation purposes, and will be kept in accordance with the Data Protection Act 1998 and GDPR 2018. Data will be stored on the Barnardo's secure IT systems.

Consent to receiving a service and information sharing (please tick)

- I agree to Barnardo's CARE Family Support Service providing support to me/us as Parents/ Carers**
- I agree to the recording and sharing of information in line with the Data Protection**
- Act above and the GDPR 2018**
- I understand I can withdraw from receiving support at any time.**

Signature: _____

Date: _____