



St Helens Youth Justice Service

PRIVACY NOTICE FOR VICTIMS

This is a notice which tells you about the information we collect on you and who we might share it with and why. It is called a **Privacy Notice**.

CONSENT

The Police and Crown Prosecution Service share information with the Youth Justice Service about the offences committed by children. This information contains the witness statement, any Victim Personal Impact Statements and police interview records. We can only contact you if we have your consent from you for the the police to share your details.

The information that you share with us is treated as highly confidential.

There are some situations where we are duty bound to share information even if you do not agree, these are if we have serious concerns about the safety or welfare of you or a child, if we think there is a risk to you or others and to prevent a crime.

Any data you provide will be stored on a secure database in line with St Helens Council procedures with access restricted to a limited number of people who are authorised to access it.

WHY we collect and share information

At St Helens Youth Justice Service (YJS) we collect and share information about you to help us:

- protect you as a victim of crime
- make sure we give the right help if you request our input
- prevention of further crime
- make communities safer
- improve to the services we provide
- do what courts asks us to do in relation to child who has committed the offence
- work within the rules we have to follow by organisations who monitor us

Confidential information on you will only be shared with other people **with your consent** on what we call a 'need to know basis', we will only share what is necessary to help to protect you, to reduce re-offending and make communities safer.

There will also be information shared about you and your family without giving any of your personal details, just using data, this will be mainly for:

- Making decisions about the money we spend on services and trying to get more money to improve services
- Make people aware of the needs of victims like you
- Evidencing our service to victims to those that monitor the youth justice service
- Improving the quality of the services we deliver

WHAT information we collect

- Your full name and any others names you go by
- Your date of birth
- Your address
- The telephone numbers we can contact you on and who these belong to
- The language or languages you speak

HOW we store the information collected

- We store as much information as we can electronically on the council's IT equipment which has a high level of security
- We ensure that confidential information on paper is kept secure and private from people who should not have access to it and is locked away at the end of the day
- Information relating to relating to people who have been the victims of crime are stored separately from information about the people responsible for committing crime.

WHO we share information with:

- Police
- Courts
- Staff in St Helens Council who are working with the child who has committed the offence against you.
- Probation – known as either the National Probation Service (NPS) or Community Rehabilitation Services (CRC) – if the child has committed a serious violence or sexual offence and receives a prison sentence of 12 months or more or if the child turns 18 and is transferring to the supervision of NPS or CRC
- Other Youth Offending Teams where the child might have moved to or have come from
- Any other agencies who you might offer additional support at your request

YOUR RIGHTS

Once you have given consent you have the right to request access at any time to all personal information held about you by St Helens Council for more information see data protection information on St Helens Councils website. You have the right to withdraw consent at any time.

LENGTH of time we keep your information

We will keep your records for 2 years from the date of the end of our work with the child who committed an offence against you.

Once you withdrawn consent, your personal information will be destroyed immediately.

THE LAW

We follow the direction regarding data protection from various legislation including:

- The Data Protection General Regulations (2018)
- The Crime and Disorder Act (1998)
- Working Together to Safeguard Children (2015)
- The Victims Code (2013)
- The Children Act (2004)
- The Human Rights Act (1998)
- The Common Law Duty Of confidence

QUESTIONS/COMPLAINTS

For any other questions or complaints about the information we collect, hold and share, please contact the Data Protection Officer at dataprotection@sthelens.gov.uk.