



St Helens Youth Justice Service PRIVACY NOTICE

This is a notice which tells you about the information we collect on you and your family and who we might share it with and why

1 WHY we collect and share information

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

- make sure we give the right help
- protect victims of crime
- prevent further crime
- make communities safer
- improve the services we provide
- do what courts have asked us
- work within the rules we have to follow by organisations who monitor us

Confidential information on yourself and your family will only be shared with other people on what we call a 'need to know basis'. We will only share what is necessary to reduce re-offending, protect victims, make communities safer and safeguard yourself.



There will also be information shared about you and your family without giving any of your personal details, just using numbers and 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 the children and families like you and their problems,

2 WHAT information we collect



- Your full name and any other names you go by
- Your date of birth
- Your address and any other addresses you use or have used
- The telephone numbers we can contact you on and who these belong to
- Your ethnicity
- Your sex
- Your preferred gender
- Your relationships with others
- Your religion
- Your lifestyle including the activities you do
- Any substances you use
- Any physical or mental health problems you have including any problem with speaking, language and communication

- The language or languages you speak
- The education or training place you attend and ones you used to attend
- Any problems you have or have had in education including your attendance, and behaviour in school and any problems you have with learning and what needs to have to help with your education
- If you work, details about the place you work at and your employer
- Your criminal offences and the details of any arrests made on you
- Any additional personal information that is necessary for us to make an assessment of you and your family and provide you with the help that you require



3 HOW we store the information collected

- We store as much information as we can 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 people who have been harmed is stored separately from information about the people responsible for causing harm to others.

4 WHO we share information with



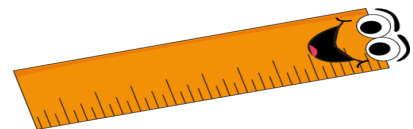
- Police
- Courts
- Staff in St Helens Council who are working with you or your family including staff in social care; healthy living team, community safety and education welfare
- Probation – known as the National Probation Service (NPS) or Community Rehabilitation Services (CRC)

- Different health agencies
- Schools and other education or training providers
- Young Peoples Drug and Alcohol Teams
- Other Youth Offending Teams where you might have moved to or have come from
- Staff in the home where you live, if you are looked after

- Staff in the secure placement, if you are serving a custodial sentence or on remand there, or if you have been placed there for your own safety
- Housing providers
- Any other agencies who are working or are due to work with you and/or your family

5 LENGTH of time we keep your information

- We will keep your records until your 25th birthday.



6 The LAW

There are various laws which allow us to collect, share and keep information, these include:

- 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



YOUR RIGHTS

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. <https://www.sthelens.gov.uk>

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 or if you not have access to the internet, please ring or call into the YJS office: 01744 677990, Lord Street Centre, Lord Street, St Helens WA10 2SP