

Inverness Women's Aid

Privacy Notice – Children (under 12s)

You can ask your mum, your carer or someone else you trust to help you read this notice.

Because we are helping you and your mum, we have to follow a set of rules to make sure we're doing it in the best way we can.

This means we need to tell you what information about you we know, how we get it and use it, how long we need to keep it for, and how we may share information about you during your time with us. Sometimes we may also need to share information about you after your time with us.

What information do we collect about you and how do we use it?

One of these rules means that we have to collect some information about you so that we can help you and your mum properly. Your mum has given us information about you, including:

- your name
- where you live
- when you were born
- if you are a boy or a girl or if you don't feel like either
- details about your family
- some other information too.



We are also going to speak to you and your mum to see if there are any special requirements you may have so that we can make sure our environment is safe for you.

If you would like to see this information, you can ask your mum or your support worker and they will show it to you. Your mum can ask to see it too.

Can we share your information with anyone?

Although we won't normally share this information about you, sometimes we might need to share some of your information with others; for example, we might do this if:

- you ask us to, or
- if we believe your life or your mum's life or someone else's life is in danger, or
- you have been hurt by someone

Sometimes we ask your mum to check this information so that we can change it if we need to.

As you are under 12 years old, your mum will need to tell us that she's happy for us to use this information about you.

How we look after your information and keep it safe

- The law says that we have to keep this information safe and only show it to people who need to see it. We keep different information about you for different lengths of time.
- Normally we keep information about you for 6 years. There is a table at the end of this notice that tells you in more detail how long we keep your information.
- We are very careful to make sure that the information about you won't go missing or be used in a way that it shouldn't be. We will store information about you and what you tell us in our safe computer system, and only us here at Inverness Women's Aid can get in to this.
- We need to let you know that the people who help us collect information on our computers may be based in certain countries outside Europe, for example in America.
- We've made sure that your information will never be accidentally lost, used, or looked at by people who shouldn't see it. Only those who actually need to know about your personal information will be able to see and use it. Those looking at your information will need to follow rules when they do this, and if they don't they can get in trouble with the law.
- The people you will meet here know about keeping your information safe and will only use it or share when they need to or when the law tells them they have to.
- If we think your information has been seen, used, or shared by someone who shouldn't be able to see it, we will let you and your mum or carer know too, as well as any other organisations who might need to know.

What can you ask us to do with your information?

As well as asking to see the information we have about you, there are certain things that you can ask us to do. You can ask us:

- to tell you what we are doing with the information we have about you
- to give you a copy of the information we have about you
- if any of the details about you are wrong, you can ask us to correct them
- to delete all the information we hold about you (unless we have a good reason not to)
- to stop using your details in a certain way, and
- to send your details to another organisation.

If you have any questions to ask about this or if there is anything you don't understand or you would like to have explained to you, please ask your mum or your support worker.

How to complain

We hope we can answer any questions that you might have. If you have any worries about how your information is stored or used, or you are unhappy about something you've read here, please tell your mum or your support worker.

We'll tell you a bit more about the kind of information we collect about you, why we collect it, and what we do with it, on the next few pages.

Table about the information we collect, keep about you and how long we keep it for

The information we collect	How do we find this out?	Why do we need to know it?	How long do we keep it?
<p>Your name and details.</p> <p>For example, your:</p> <p>address, phone numbers, email address, date of birth and if you are a boy or girl or if you don't feel like either.</p>	<p>From you, your mum or carer, occasionally some other people (we've listed them on the last page).</p>	<p>Legitimate interest:</p> <p>To fill out our registration form, to put your information onto our safe computer system and so that we can find you on the computer system.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p>Information about some of the things that make you special, like your health, the things you believe in, and some other information about what makes you unique.</p>	<p>From you, your parent or carer, and from other agencies (you can find a list of them in Appendix 2) when you register with them or when they pass on your details to us.</p>	<p>Explicit consent:</p> <p>We will ask you very carefully to tell us if you are happy to tell us this information about you, and for us to keep it. We will ask you and your mum or carer to sign a form to show us that you have said it's ok to keep this information.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p>Your mum's or carer's details</p> <p>For example, their:</p>	<p>From you, your mum or carer, occasionally some other people (we've</p>	<p>Legitimate interest:</p> <p>To fill out our registration form to make sure we have</p>	<p>Six years after support has ended because information may be needed for further support and possible</p>

name, address, phone number, email address, date of birth	listed them on the last page).	details for your mum or carer. This is really important if we needed to contact your mum or carer if you were not well or hurt.	involvement in legal proceedings
Details of any brothers or sisters you have	From you, your parent or carer, occasionally some other people (we've listed them on the last page).	Legitimate interest: We collect this information to find out whether you and your family are safe and how we can help keep you safe. This helps us to provide the support that you need.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
What you tell us about the abuse or things that have happened or are happening including other agencies who might already be helping you	From you, your parent or carer, occasionally some other people (we've listed them on the last page).	Legitimate interest: We collect this information to find out whether you and your family are safe and how we can help keep you safe. This helps us to provide the support that you need.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
Your support network (names of people who support you)	From you, your mum or carer.	Legitimate interest: To find out about important people in your life who can help support you, this will help us to provide you with the support that you need.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings

<p>Support choices (1:1, group work, practical, family)</p>	<p>From you, your parent or carer when you first come to us, and when we speak to you about how we might be able to help you.</p>	<p>Legitimate interest: To find out how we can best support you, and to plan support for the future. We will explore this when you first come to us, and when we talk to you. Information that you tell us we can keep on file will be held on our safe computer system.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p>Taking photographs or videos of you</p>	<p>From you, your mum or carer when we have an event, we need it for a project or for our funders.</p>	<p>Consent: We will ask you and your mum or carer to sign a form so that we have permission to take photos/film you. This is to help us to make sure other children/families know about domestic abuse and our service.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>

Who we might share your information with

Here are some of the agencies and organisations that we may need to share your information with. This is to make sure that we can support and help you the best we can. Not all of the agencies and organisations are listed because we will not know who we contact until we talk to you, your mum or your carer.

The organisations might include:

- Other Women's Aid groups
- Your Health Visitor or doctor
- Your teacher or school
- Highland Council and other local authorities
- Police Scotland (& MARAC)
- A solicitor who might be helping you
- Foodbanks