

**Privacy Notice - Young People**

This notice tells you:

- what personal data (information) we hold about you
- how we collect the information and how we use it
- how we may share information about you, and with who

We have to tell you about this because of new laws which help to protect information about you. This means that we have to keep the information we hold about you safe. Please make sure that you read this privacy notice. If you need to ask about anything in this notice, please speak to your support worker.

**Who collects the information?**

It will usually be your support worker's job to collect information from you. Sometimes we get information from other agencies/organisations such as Police, Education, Social Work and Health about you that we will hold alongside the information you have given us.

**Is your information safe?**

We will follow and stick to certain rules and principles when gathering and using personal information. We talk more about these rules in our Data Protection Policy, which you can ask your support worker to show you. This means that Inverness Women's Aid promises to respect and keep safe any personal information you share with us or that we get from your parent or carer, or any other agencies and organisations.

Inverness Women's Aid has rules in place that we must follow, which help keep you and everyone else who comes to us safe. If we think there has been any chance that someone who is not allowed to see information about you might have seen information about you, we will let you know as soon as we can. We might also have to let other organisations know, depending on the law.

**What kind of information do we collect?**

The table set out on the following pages (called Appendix 1) shows the information we collect and hold about you, and how and why we hold it.

Details on how we use the information and which agencies/organisations we may share your information with can be found in Appendix 2, which comes after the table.

We make sure that if we need to share your information that it is done safely and securely. We also make sure that we only share the amount of information that we really have to, and only share information that will help support you. We will only share this with agencies and organisations that really need this information to help you.

There are some times, in exceptional circumstances, where we may have to disclose personal information without you telling us it is OK to do so. These are:

- If we believe that either you or someone else is at risk of serious harm. Inverness Women's Aid staff have a duty to tell other people who can help if something relates to your safety or to the safety of your parent.
- We might also have to share your information if the law asks us to

We will let you know about any changes to the information we collect, or if the reason we collect it changes.

**Where do we hold your information?**

Information will be held in a very secure system which only us at Inverness Women's Aid can use. Paper copies of your information may also be stored, this will be done very safely, and only accessed by staff of Inverness Women's Aid.

**How long do we keep your information?**

Inverness Women's Aid do not keep your information for any longer than it needs to be, and only for the reasons we have told you that this may be used for. More information on what this means can be found in the table called Appendix 1 and our retention policy.

**What can you ask us to do with your information?**

If you would like to make any changes to the information we have about you, or want to see any of it, please contact Inverness Women's Aid either by e-mail ([info@invernesswa.co.uk](mailto:info@invernesswa.co.uk)), by telephone (01463 220719) or in writing (2 Anderson St, Inverness).

You also have the right to ask Inverness Women's Aid for any information we have about you to be deleted (known as the 'right to be forgotten'), in certain circumstances. If you ever change your mind about what information you have told us is ok for us to keep, please tell your key worker or Inverness Women's Aid office and they will be able to give you further information.

If you have any other questions about your personal information, please talk to us.

**How to complain**

If you have any questions or you're worried about anything in this notice, please let us or another adult that you trust know.

If you are unhappy with our response, you can contact the Information Commissioners Office at <https://ico.org.uk/make-a-complaint/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule relating to the information we collect and hold

(Appendix 1)

The information we collect	How we collect the information	Why we collect the information and how we use this	How long we keep your information
<p><b>Your name and details</b> (for example, your date of birth, information about your gender, your address, home and mobile phone numbers, email address)</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>Legitimate interest: To register your details with us and to help us identify you on our case management system on our computers.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p><b>Information about your parent/carer (e.g. name, address, home and mobile numbers, email address, date of birth, details of the abuse experienced, child contact arrangements)</b></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, when they pass on your details to us, and during your time with us.</p>	<p>Legitimate interest: To register your details with us, to help us understand if you are in any danger and the kind of danger you might be in, and to help us provide the best support to meet your needs.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p><b>Details of any siblings (brothers and sisters)</b></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>Legitimate interest: To register your details with us, to help us understand if you are in any danger and the kind of danger you might be in. This helps us provide the best support to meet your needs.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>
<p><b>Details of what has happened to you and details of the people involved (for example, names, address, relationship to you)</b></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, when they pass on your details to us, during your time with us and when we ask you questions</p>	<p>Legitimate interest: To help us understand if you or your family are in any danger and the kind of danger you might be in, and to help us plan safely if we ever have to visit your home.</p>	<p>Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings</p>

	about your life and your family.		
<b>Emergency contact details (name, address, phone number, relationship to you)</b>	From you, your parent/carer, other agencies (as detailed in Appendix 2) when you register for our services	Vital interest:  To be able to reach someone important in your life if there is an emergency.  To enable us to pass relevant information on to the Police should we have the need to report you as a missing person.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs, health issues.</b>	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.	Explicit consent:  We will seek your explicit consent ensuring that it is a clear and specific statement of consent in order to understand your individual needs and to be able to provide you with tailored support.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>History of offences or behaviour difficulties</b>	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, when they pass on your details to us, and during your time with us.	Legitimate interest:  To understand your individual needs, to make sure our workers are safe, and to be able to provide you with tailored support.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>Child Protection details (if relevant)</b>	From you, your parent or carer, and from other agencies (you can find a list	Legitimate interest: To complete details when you register with us, understand if	Six years after support has ended because information may

	of them in Appendix 2) when you register with them, when they pass on your details to us, during your time with us and when we ask you questions about your life and your family.	you are in danger and what kind of danger you might be in, what we can do about it, and to ensure we can provide the best support to meet your needs.	be needed for further support and possible involvement in legal proceedings
<b>Other agencies who might already be helping you or your parent/carer, or who have helped you or your parent/carer in the past</b>	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, when they pass on your details to us, during your time with us and when we ask you questions about your life and your family.	Legitimate interest: To complete details when you register with us and to understand if you are in danger and what kind of danger you might be in  This helps us to ensure we can provide the best support to meet your needs.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>Your support network (names of people who support you)</b>	From you, your parent/carer when you register with us and when we ask you questions about your family and your life.	Legitimate interest: To complete details when you register with us, understand if you are in danger and what kind of danger you might be in, and to ensure we can provide the best support to meet your needs.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>Support choices and a support plan (1:1, group work, practical, family)</b>	From you or your parent/ carer when you register with us and when we decide together what the best way to support you is.	Legitimate interest: To assess your support needs and to plan support for the future. This will be assessed by speaking to you and your family at registration and throughout the time you spend with us. Information and your agreement to do this will be held on our case management system.	Six years after support has ended because information may be needed for further support and possible involvement in legal proceedings
<b>Photograph/Video Recording Consent Form</b>	From you or your parent/ carer when you register with us and during your	Consent:  To find out whether you are OK with us	

	time with us.	taking photos of you or filming you. This is so we can help other families and people know more about domestic abuse, and about our service. We will ask you for your permission to do this.	
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## Appendix 2 - Who we may share your information with

There may be other agencies and organisations that we need to share your information with. This is to make sure that we can support and help you and your family the best we can. Not all of the agencies and organisations are listed because we won't know who we contact until we talk to you, your parent 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