



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR HILLINGDON YOUTH OFFENDING SERVICE

Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [\[*insert\]](#)

What personal data do we hold

The types of data we hold and process will typically include:

- Name, address, date of birth, ethnicity, religion, gender and phone details for young person and their immediate family members
- Details of police contact with the young person - in particular arrests and charge information and any reported anti-social behaviour
- Records of court proceedings and the outcomes
- Details of behaviours of concern, reported by family members or other agencies, which may pose a risk to the young person or where the young person may pose a risk to others
- Education training and employment details of young person subject to intervention
- Details of any health conditions relevant to the purpose of the Youth Offending Service
- Details of any special education needs that the young person may have
- Details of care history where applicable
- Details of contact with Social Care or Early Intervention services
- Records of any written or verbal contacts with the young person and their family
- Records of contacts with other professionals arising from the Service's legal functions and duties
- Assessments prepared by the Youth Offending Service and any other assessments which will inform how the YOS can best deliver its legal functions, including self assessments by the young person and their carers.
- Name address and phone details of victims of a young offender

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

What is our purpose for processing your personal data

As a Youth Offending Service our principle purpose is to prevent offending by children and young people. To do this we need to understand those factors in a young person's life which may place them at risk of offending and identify and deliver, directly or indirectly (i.e. through another agency) interventions to reduce those risks. Our purpose in obtaining and processing your personal data is to ensure we have the necessary information to do this effectively.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data

- We need it to comply with our a legal obligation to deliver local youth justice services and interventions to young offenders (Crime and Disorder Act 1998), to safeguard and protect children in the community and in custody (Children Act 2004) and to encourage children and young people not to commit offences (Children Act 1989).

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

With respect to young people, in most cases the data will be retained for up to 6 years or until the young person reaches their 18th Birthday. In a minority of cases there will be a legal

requirement to hold the records for longer, for example if a young person has been looked after by the local authority.

With respect to victims case records these will be deleted immediately on completion of the intervention/support with the victim.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice but may include but not exclusive to.

External

Police
Schools
Health Services
Youth Justice Board

Internal

Social Care
Housing
Education and SEND
Community Safety
Early Intervention Services
Targeted Programmes
Business and Performance
Counter Fraud

What happens if you provide personal data to us because of a statutory or contractual requirement

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

What happens if your personal data is subject to automated decision-making including profiling

We will inform you of the existence of this as well as the significance and the envisaged consequences of such processing for yourself.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact [*insert name]. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact Lynn Hawes for further information at:

Youth Offending Service

Link 1a

Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: lhawes@hillington.gov.uk Telephone: 01895 277957

Statutory Data Protection Officer

You may also contact our data protection officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer

Data Protection Officer

Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: ralagh@hillington.gov.uk Telephone: 01895 250617