**Your child’s info – Your child’s data**

**Privacy and Data Processing Notice**

**Why are you processing (collecting, storing and reporting on) my child’s information?**

So we can support your child we need to record basic details about them, the work we do with them, any concerns they, you or we may have and any information from other services or people that are supporting them that is relevant to our work. We may also sometimes record other information about them, for example any if they have ever been involved with the police – this is called special category data.

**The legal bit**

Evolve Intervention has judged that we have a legitimate interest to process your child’s information – this means it’s legal for us to record and keep their information because it is necessary so that we can work with them and help them as best as we can. You can find out more about this law in the General Data Protection Regulations (GDPR). We have decided that processing more personal data e.g. any police involvement they may have had is needed for us to help them in the best way we can and to make sure our services are the best they can be for everyone (you can find out more about this in a part of the GDPR called Article 9 (2) (d)).

**Who can see my child’s information?**

* Their worker and senior staff at Evolve Intervention
* Commissioners (these are the people and organisations who pay for us to do our work with your child) – to ensure themselves and you that we are progressing your child’s work as we should
* Companies that we or commissioners employ to see how effective the work we do with your child is, where possible this will be anonymised first

**The legal bit – sharing your child’s information**

We may have to share your child’s information with other services, organisations and people if:

* We believe your child or someone else may be at risk of harm
* We have to legally e.g. following a court order
* Sometimes we ask other companies to do work for us, like manage our computer systems where we store your child’s information, staff at these companies will have access to your child’s data but will not normally need to look at it unless we need help with something technical. We may also work with other organisations to deliver our services to your child and will share information with them too – your child’s worker will explain this to you if it applies
* We believe that your child’s needs will be better met by another organisation we might refer them to that organisation – this will be discussed with you / your child first
* We get a request for information from another organisation we might share some information with them if it is the right thing to do – we will discuss this with you / your child first and get your / your child’s consent unless one of the points above apply

**What will you do with my child’s information?**

We will use your child’s information to keep a record of our work with them, to decide how we can best help them and to work out how well we have done in supporting them. We will also use their data along with that of others to report on numbers and facts about our service – in this case we will never publish any personal identifiable information.

**When will you delete my child’s information?**

We will keep your child’s information for a minimum of 6 years on our systems. After this we will delete it unless we feel it should be kept indefinitely due to the contents needing to be available for future historical research purposes.

**How can I view my child’s information?**

You can ask your child’s worker about how to view the information we hold on them either during their work with us or when the work has finished. It is best to request this by email if you can.

**The legal bit**

Your child has a right to view their data. In some circumstances you can enact this right on their behalf, if we feel that they are not competent to do so themselves or if they have given you permission to do so. We might sometimes need to redact (cover up) some parts of the information in your child’s record if it mentions someone else.

**What if I’m not happy?**

Let us know! You should have been given and can ask again for our complaints procedure, contact us at info@evolve-intervention.com or call us on 01245 526 069 or you can contact the Information Commissioners Office (ICO).

**The legal bit**

If you have a concern or issue about how we are storing or using your child’s information, if we have not responded to you within the time that we should or if you have any other issue relating to your child’s data e.g. you believe that something is wrong with it or that it is not being stored securely, then you can use our complaints process and / or contact the ICO using the information at <https://ico.org.uk/concerns/> or by calling 0303 123 1113.