

Troubled Families National Impact study

As a requirement of the programme we share personal data with the Office of National Statistics for the purposes of evaluation. This is for research use only and not passed onto any other agency.

Can I decide not to have my information shared?

Yes. However:

- this might delay getting the help or support you and/or your child(ren) need or you might have to tell different people the same things
- there might be some information you don't want to share with some people and some information you do agree to share.

But even if you refuse we may have to share your information if you or someone else is at risk of harm.

What rights do I have?

You have the right to ask for access to information held about you. For more information on how to do this, and/or what to do if you think your information is wrong please see below:

Tel: 01225 477752 or email:

complaints_cypandadults@bathnes.gov.uk

You can also comment, compliment or complain to the above contact or via the council website: www.bathnes.gov.uk

At any time you have the right to refuse to have your information shared. The consequences of not allowing us to share your information will be fully explained.



For more details about the Council's Information Sharing Protocol please go to:

http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/information_sharing_protocol_v8_3.pdf

or contact:

Tel: 01225 477000

Email: enquires@bathnes.gov.uk

www.bathnes.gov.uk

If you require this leaflet in a different format please ask.

March 2017

Children, Young People & Families' Services



A GUIDE TO INFORMATION SHARING FOR PARENTS/CARERS

Guidance on how your information is shared

When we are working together to provide support for children, young people and families we may need to share information to understand everyone's unique circumstances so we can provide the best help available.

This leaflet explains how we use your information and when and how it may be shared.

Introduction

Bath and North East Somerset Council's Children, Young People & Families Department works with a range of partner agencies to support and care for those most in need in the community. These include:

- Health services
- Housing
- Schools and Colleges
- Police
- Probation
- Private & Voluntary Sector partners

When working together with you and your child(ren), we may need to share information about you and your family.

Any information about you and your child(ren) is confidential and is kept securely whether on paper or on a computer.

Before information about you and your family is shared we need your consent to do so. We will explain what this means prior to asking for your consent to share your information.

What do we do with your information?

We may sometimes need to share your information with other agencies. This is to enable people working with you and your child(ren) to understand your circumstances and the needs you and your child(ren) may have to provide the best help and services available.

We may also use your information to review services and carry out statistical research.

How do we share information?

People working with you and your child(ren) may use computers, speak to each other and/or write to each other. Your information will be transferred, handled and stored securely and in accordance with the Data Protection Act 1998 and other relevant legislation.

What are the benefits of sharing information?

The reason we gather and share information between agencies is to ensure that you and your child(ren) receive effective high quality help and support. Sharing information:

- Reduces the number of times you are asked the same questions
- Provides quicker and easier access to services, resources and support
- Speeds up decision making
- Enables the help and support you receive to be more joined up
- Ensures your safety and wellbeing and that of others
- Keeps you better informed
- Ensures you and your child(ren)'s voices are heard.

What information will be shared?

We only share relevant information about you and your child(ren) with other people if they need to provide services that will benefit you and your family or if we need to ensure your safety or the safety of others. People working with you and your child(ren) to help and support you will explain why they need to share your information, what information they are going to share and with whom. They will also explain what not sharing information could mean to you and your child(ren).

Sharing information with your consent

We will ask you to agree to information about you and your child(ren) being shared and you will be asked to sign a 'Consent to Share Information' form. We ask young people over the age of 13, who are able to understand the process, to give their own consent for their information to be shared. A member of staff will give you a copy of your consent form.

Sharing information without your consent

In certain circumstances we may need to share your information without your consent. This will only happen if there is a legal duty for us to do so, or we feel there is a good reason that is more important than protecting your confidentiality e.g. to ensure your safety or the safety of your own or another child, or if there is a risk of a crime being committed.