



## BMBC PRIVACY NOTICE

<b>Document Title</b>	Targeted Youth Support – Early Intervention & Prevention Service
<b>Created By</b>	Julie Hammerton – Service Manager , Early Intervention & Prevention, Targeted Youth Support
<b>First Published</b>	August 2018
<b>Revision Date</b>	July 2023
<b>Revision Due</b>	July 2025

**At BMBC we are committed to protecting and respecting your privacy. This Privacy Notice tells you what you can expect when BMBC collects your personal information. This notice applies to information BMBC collect in relation to the provision of services by the Targeted Youth Support, Early Intervention & Prevention Service.**

### **Stage one: Who are we?**

Targeted Youth Support works in partnership to deliver integrated services to help put young people who are taking risks or experiencing difficulties, on the right path. The service provides effective support to children, young people and their families at the right time; support may be needed at any point in a person’s life and families may need help in making positive changes. Through early help or the early identification of an issue, the service offers a range of universal and targeted support to reduce or prevent problems from escalating.

The service works with children and young people from 8-19 years (and those up to 25 with additional needs) and is made up of staff from Barnsley Council, NHS, Remedi, South Yorkshire Police and the Probation Service who work together to support young people to make a positive transition into adulthood.

#### Youth Voice and Participation

This aspect of our service offer provides opportunities across the Borough for young people, particularly those who are most vulnerable, to get involved and have a greater say in service they receive by encouraging them to participate in decision making and dialogue with stakeholders. The service coordinates the work of Barnsley’s Youth Council who are democratically elected to represent the views of young people both locally, regionally and nationally.

The service also provides an advocacy offer to children and young people who are looked after or who are leaving care, who may want help or support on a decision about their life that they do not understand or are not happy about.

### Early Intervention and Prevention Communities Team

The service works in and through six 'I Know I Can' (IKIC) young people's centres to deliver targeted evening provision along with detached and outreach sessions where there is an identified need. Bespoke programmes are offered, often in partnership with other agencies and are designed to address and provide issue-based information and informal education.

The service works closely with family centres to provide a holistic whole family approach to targeted services through a single early help gateway to support children, young people and families. Requests for one-to-one support would also be considered at the Early Help Panel

### Young People Missing from Home

The service provides a 'return to home / care interview' for young people who go missing and whom are found safe and well. This provides an opportunity to establish what caused a young person to runaway, what experiences and individuals the young person encountered whilst missing and to identify and resolve factors that led to the young person going missing. The service works closely with agencies such as the Police and Social Care to identify support and other signposting opportunities for young people with a view to identifying and responding to the issue to reduce the likelihood of it reoccurring.

### Out of Court Disposals Team

Part of the Borough's Youth Justice Team, this service works with young people who are referred to us by the police to assess their suitability for a diversion programme, youth caution or youth conditional caution, as an alternative to taking court action.

The team works with young people and their families to ensure that appropriate support is put in place to prevent further occurrences of offending behavior and to make positive decisions in the future. Interventions are delivered on a one to one or in a group setting. The service also manages the Family Mediation team, a restorative practice service that involves empowering families to overcome conflict. A whole family approach is taken to build resilient families and to help them take responsibility for positive changes for the future.

## **Stage two: What type of information we will collect from you**

- Names of family members, relationships between family members (parent, child etc.), gender, address, ethnicity, housing tenure etc.
- Contact details including those for an emergency
- Information relating to family support needs including: vulnerable children, health issues, disability or special educational needs, employment, educational attendance and behaviour, involvement with the police, anti-social behaviour, social care, violence in the home or substance misuse
- Information relating to services accessed
- Information about health and wellbeing, including drug & alcohol use
- Information relating to progress made, tracking e.g. development milestones, educational attainment
- Information from the Police around previous convictions / offences/ missing persons details

We will not collect any information from you that we do not need in order to provide and oversee this service to you.

### **Stage three: Why do we need your information?**

To actively promote and target services to children, young people and families

To ensure that we provide the right support at the right time, we need to identify young people and families who need help and to understand their needs.

To ensure the safe and efficient management and delivery of services and to help ensure that the needs of all children and young people are met.

To support continuous improvement in reducing the number of first-time entrants to the youth justice system.

To understand how crimes affect families and what services will be beneficial to them moving forward.

To continue to provide our services and also to access funding to pay for this support, we must evidence that it makes a positive difference to young people and families' lives. To do this we need to collect, share and match personal information about family members to enable us to demonstrate positive outcomes.

To enable us to provide non identifiable statistical data returns where required i.e. number of young people missing, number of young people entering the youth justice system for the first time, rates of offending.

### **Stage four: How we will collect your information**

We will collect your personal information in a variety of ways dependent upon the level of services that you are accessing.

Where you are contacted by our service or you contact us, the person you are speaking with will ask you for the personal information needed by our service. For young people accessing IKIC Centres and other group provision, this will include us asking you to complete our service registration form. We also gather personal information via our request for service form and early help assessments for more targeted aspects of our work with young people.

With your agreement we may request or accept additional information from other organisations such as health, education, private and voluntary agencies and support services so that they can help us to understand your needs and to provide you with the services you need.

### **Stage five: Our Legal Basis for processing your information**

We collect and use your information in relation to our duties under:

- Data Protection Act 2018 & GDPR 6(1)(a) – Consent of the data subject
- Data Protection Act 2018 & GDPR 6(1)(c) – Processing is necessary for compliance with a legal obligation

- Data Protection Act 2018 & GDPR 6(1)(d) – Processing is necessary to protect the vital interests of a data subject or another person
- Data Protection Act 2018 & GDPR 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Data Protection Act 2018 & GDPR 9(2)(a) – Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law
- Data Protection Act 2018 & GDPR 9(2)(c) – Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
- Working together to safeguarding children 2015
- The Education 2011 Part 1
- The Children’s Act 2004
- SEND Code of practice
- Working together to safeguarding children 2015
- The Childcare Act 2016
- Early Years Statutory Framework

Think Family programme requirements:

- Section 115 of the Crime and Disorder Act 1998;
- Section 17 of the Crime and Disorder Act 1998;
- Section 14 of the Offender Management Act 2007
- Education (Information about Individual Pupils)(England) Regulation 2013;
- Section 99 of the Children’s Act 2006;
- S13A of the Children’s Act 1989;
- Section 17 of the Children’s Act 1989;
- Section 10 of the Children’s Act 2004;
- Section 8 of the Social Security (Information- sharing in relation to Welfare Services etc.) Regulations 2012;
- Section 1 of the Localism Act 2011;
- Sections 537A(9) and 537A(6) of the Education Act 1996;
- Section 54 of the Domestic Violence, Crime and Victims Act 2004.
- Section 507b Duty to Promote Positive Activities for young people

## **Stage six: Why we may need to share your information**

So that we can continue to improve our support for children young people and families, we use personal information to help us to understand what kind of support works best, it also

helps us to involve the appropriate local agencies to work with families and helps us to show the Government that what we are doing works, so that we are able to gain investment in developing support for Barnsley.

Sharing information effectively helps us to:

- Understand all the problems affecting young people and families
- Target help to those who need it most
- Coordinate and deliver services as part of a whole family approach in Barnsley
- Help with research about the effectiveness of our interventions and commissioned services / programmes

Normally we only share information where you give us your consent however in the absence of consent we can also share information where:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

## **Stage seven: Who we may share your information with**

With your agreement we may share information with other organisations such as our partner Remedi, health, education, private and voluntary agencies and support services so that they can help us to understand your needs and meet your needs so that we can all work together for your benefit.

We may share information with other Barnsley Council departments.

We may also share information with the Government, other councils and other partner organisations where appropriate e.g. DFE (Department for Education), DWP (Department for Work and Pensions), ONS (Office for National Statistics), MHCLG (Ministry of Housing, Communities and Local Government) & MST Services

## **Stage eight: How long will your information be kept?**

Your information will be kept according to the dates specified within our retention schedule. For more information on our retention schedule please visit [www.barnsley.gov.uk/privacy](http://www.barnsley.gov.uk/privacy)

## **Stage nine: What will happen if you fail to provide personal information?**

Failure to provide personal information means that Barnsley Council will not be able to provide the best, or as much support for families. In some cases this could mean that support or intervention is not available.

We will not be able find out what kind of support works best for Barnsley families, and we may not be able to access the funding to provide it.

## **Stage ten: How to access and control your personal information**

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact our Customer Feedback and Improvement Team by email at [informationrequests@barnsley.gov.uk](mailto:informationrequests@barnsley.gov.uk) or by telephone on 01226 773555 and ask to speak with the above Team. If you are not satisfied with our response you may contact our Data Protection Officer on [DPO@barnsley.gov.uk](mailto:DPO@barnsley.gov.uk).

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at [www.ico.org.uk](http://www.ico.org.uk)