

## **Privacy Notice for the Youth Offending team**

**DATE: November 2018  
V1.0**



# Youth offending service

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- People accessing the Youth Offending team
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to the Youth Offending team
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

## Purpose(s)

We collect your personal information for the following purpose(s):

The Youth Offending team has a statutory duty under the Crime and Disorder Act 1998 to prevent offending. We work with young people who have committed offences and are subject to either Youth Caution, Youth Conditional Caution, Court Orders, Bail with conditions or subject to Secure Remands.

Additionally, we will work with young people whose families are participating in the Family First (Troubled Families) programme on a voluntary basis and young people suspected of committing sexually harmful behaviour.

As our work is with young people we are also required to safeguard their safety and well-being and are subject to Children Act legislation in this arena.

## Categories of personal data

In order to carry out these purposes we collect and obtain:

Names, address, ethnicity, previous offending, current offending, family member information, victim information, risks and concerns, assessments, health information.

## Legal basis for processing

The legal basis for processing your personal information is "Legal obligation", specifically:

- Children Act 1989 and Working Together guidance.
- Crime and Disorder Act 1989

The processing of “Special category” personal data is permitted by article 9 (g) of the General Data Protection Regulation in that there is a substantial public interest in so doing.

If you fail to provide certain information when requested, we may not be able to perform the service we currently provide to you or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

Police, Courts, Secure establishments (Youth Offending Institutions/Secure Training Centres/Local Authority Secure Children Homes) other Local Authorities and Youth Offending teams, other partners such as accommodation providers, health providers and care organisations.

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

Police, Courts, Secure establishments (Youth Offending Institutions/Secure Training Centres/Local Authority Secure Children Homes) other Local Authorities and Youth Offending teams, other partners such as accommodation providers, health providers and care organisations.

## **Automated Decisions**

For this service:

- All the decisions we make about you involve human intervention

## **Data retention/criteria**

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details