

Privacy Notice
Durham County Council
Children and Young Peoples Services
Youth Offending Service

This Privacy Notice explains how we use and share information. We will review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Who we are and what we do

Durham County Council Youth Offending Service work with young people and partner agencies to prevent re-offending.

We identify risk factors in young people's lives which make it more likely they will re-offend and put interventions in place to reduce the risks and prevent re-offending. This is done with young people who appear before the courts and with young people on pre-court programmes and out of court disposals.

For more information see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller

What type of personal information do we collect and how do we collect it?

In order to provide you with high quality and safe services which are relevant to your needs, the Council will collect and hold information about you. This may include:

- Basic details such as your name, address, date of birth
- Parents/carers, family members - name, address, contact details
- Housing records
- Education records
- Police reports
- Information from the Youth Offending Service
- information from other professionals who may be involved with you e.g. CAMHS, substance misuse, speech and language
- Information about victims of youth crime

We also collect the following special category data:

- Gender
- Ethnicity
- Religion
- Medical information
- information from other professionals who may be involved with you e.g. CAMHS, substance misuse, speech and language

We collect information about you in the following ways:

- Face to face
- By secure email
- By post
- By telephone

What is our lawful basis to obtain and use your personal information?

To enable us to provide services to you it is necessary for us to use your personal information to help assess your needs and identify the most appropriate services available. To do so we will use the following legal basis for sharing your information:

- 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

For special category data which is more sensitive information, we rely on the following:

- Health and Social Care - we use it for the provision of health or social care or treatment or the management of health or social care systems and services

What is your personal information used for?

Your personal information will be used to enable us to give you the best possible care and support. The data will be held in electronic and paper format and will be used for your care, protection and support.

Your information may also be used to provide assurance to the Council about the quality of services provided.

Will your personal information be shared?

Sharing information helps us to provide you with the best interventions and support possible.

We will only share relevant information about you with other services when they are involved in your care and support or where there is a legal basis for doing so. There are a range of professionals who may be involved in providing services to you and where appropriate will be provided with relevant information about you. Agencies we may need to share information with include the following:

- Durham Constabulary
- National Probation Service
- Health Services
- HM Courts & Tribunals Service
- Durham Tees Valley Community Rehabilitation Company Limited
- Office of the Durham Police, Crime and Victims' Commissioner
- Education Services

There are other times not linked to your care and support where we may need to share your information lawfully. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns for the welfare of a child
- For the Prevention or detection of crime
- Where a court order requires us to share information about you

How do we keep your information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

How long will we keep your personal information?

We must keep business records of our involvement with you. The type of service you receive will determine how long we have to keep your personal information.

Currently children's records cannot be destroyed due to Government independent inquiries into child abuse. Information will not be destroyed until 6 years after the end of the inquiries or in accordance with our normal retention schedule (whichever is later).

Our [corporate retention guidelines](#) show how long we keep information for different services. Your records will be retained in accordance with Durham County Councils records retention schedule as follows:

Parent Case Records	On completion of parenting order or programme completion
Prevention Case Records	Following completion of the prevention programme: <ul style="list-style-type: none">• Reduce non YOT information to basic information holding• 12 months dispose of all. Except where the Young Person is Looked After or subject to Child Protection: <ul style="list-style-type: none">• Looked after Children - 75 years from date of birth or if dies before age18 for 15 years following the date of death.• Subject to Child Protection - 75 years from date of birth (If child dies before 18th birthday, date of death + 6 years)
Offender Case Records; Pre Court Decisions and Sentences of Courts	Standard retention period is 25 years from birth with the following exceptions: <ul style="list-style-type: none">• Looked after Children - 75 years from date of birth or if dies before age18 for 15 years following the date of death.• Subject to Child Protection - 75 years from date of birth (If child dies before 18th birthday, date of death + 6 years)
Victim Case Records	On programme completion

Is your personal information processed outside of the European Economic Community (EEC)?

We do not process your personal data outside of the EEC

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510