

Privacy Notice
Durham County Council
Children and Young Peoples Services
Aycliffe Secure Unit

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

Aycliffe Secure Unit is a secure children's home providing high quality, specialist secure accommodation for young people between the ages of 10 and 18.

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 services which are relevant to your needs, Aycliffe Secure Unit will collect and hold information about you. This may include:

- Basic details such as your name, address, date of birth, NHS number
- Parents/carers - name, address, contact details
- Reports from previous placements
- Education records
- Police reports
- Information from the Youth Offending Service
- information from other professionals involved in your care e.g. Social Workers, CAMHS, substance misuse

We also collect the following special category data:

- Gender
- Ethnicity
- Religion
- Medical information

We collect information about you in the following ways:

- Face to face
- By secure email from those involved in your care
- By post
- By telephone
- From other professionals

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

To enable us to provide services to you, it may be necessary for us to share your personal information with others. 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 records will be used to enable us to give you the best possible care and support. Records will be held in electronic and paper format and they will be used by staff involved in your care to provide you with specialist assessment, interventions and services whilst you are at the Unit.

Will your personal information be shared?

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. Healthcare professionals are part of the Secure Unit Service and will be provided with relevant information about you. Other agencies we may need to share information with include the following:

- Police
- Youth Offending Service,
- Education Professionals
- Social Care staff
- Child and adolescent mental health services(CAHMS)
- Substance Misuse Service Providers

When you leave the secure unit we will also want to ensure that you continue to build on the progress you have made at the unit and we may share information with some community services.

There are other times not linked to your care and treatment 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 Secure Unit. The Council and the Secure Unit 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?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Currently children's records cannot be destroyed due to independent enquiries in England and Scotland into child abuse and information will not be destroyed until 6 years after the end of the enquiries 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 for Children's Homes as follows:

- Until the 75th anniversary of a child's birth or
- If a child dies before attaining the age of 18, for 15 years beginning with the date of the child's death or
- Some information e.g. registers, may be passed to the County Archives; this information will be held securely and access will be limited to those who have a legal right to access these records in accordance with data protection law.

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
- 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