

Halton Borough Council Personal Information Sharing Consent

Halton Borough Council takes its responsibilities to encourage and assist young people into education or training, and support the participation of young people seriously. The Government has set these duties for the Council and they also expect us to report monthly on how successful we are in helping young people.

→ **What is the purpose of this form?**

The purpose of this form is to advise you what Halton Borough Council will do with the personal information you have given to us.

→ **What will the information be used for?**

The information will be used to get a fuller picture of what your needs are, to see if we can help meet those needs, and to work with you to support your participation in education or training.

→ **Who will be able to see my information?**

Access to the information will only be given to staff who have a reason to see it.

→ **How long will it be kept for?**

Information will only be kept for as long as it is needed. This can depend – you can find out more about this if you ask us by emailing 14-19Team@halton.gov.uk.

→ **Where will the information be kept?**

The information you have given to us will be stored on our client database and in a paper file. It will be kept confidential and secure so that we comply with the Data Protection Act 1998.

→ **Could it be passed to anyone else?**

If you say it is ok, some personal details may be shared between services. This will only be used for the reason it was given – to work with you to support your participation in education or training.

→ **Could the information be shared without my permission?**

Yes, where there is a potential risk of harm or where a serious crime has or may be committed.

→ **What are my rights?**

Your information is protected by the Data Protection Act 1998. This means that the information will only be used for the reasons we have stated. It will be kept safe and secure and you have the right to see what information is being kept about you. You can refuse to share personal information but this might slow down getting the support you need.

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Personal information includes:-

Information needed to provide comprehensive support to young people and defined within the Data Protection Act 1988 as sensitive, which includes health related issues, pregnancy, caring responsibilities, child in-care, care leaver, offences alleged or committed and support agency involvement.

Services include:-

Youth Service Providers
Education and Training Providers

Careers Service Provider
Organisations that will support your participation in education or training.

To be completed and signed by the young person:-

The Worker has explained the reasons for the sharing of my personal information and I wilfully give consent to the Council for my personal information to be processed and shared with services to assist Halton Borough Council to fulfil its statutory function to encourage, enable and assist my participation in education and training. Information will be shared in accordance with the law (including the Data Protection Act 1998) and best practice.

Name: (Print): _____ Signed: _____

Address: _____

Contact Number(s): _____

Date of Birth: _____ Email: _____

Education/Employment Activity: _____ Date: _____

To be completed and signed by the worker:-

I have fully explained the purpose of personal information sharing and how Halton Borough Council will use the information to support your participation in education or training and will only share this with services that are lawfully entitled to such information.

Name: (Print): _____ Signed: _____

Organisation: _____ Position: _____

