

## Halton Borough Council Personal Information Sharing Consent Guidance for Services

Halton Borough Council takes its responsibilities seriously under the Apprenticeships, Skills, Children and Learning Act 2009, the Education and Skills Act 2008 and the Education Acts 1996 and 2011, to encourage, enable and assist young people into education or training, and support the participation in education of young people.

The Government has set these duties for the Council and they also require the Council to report monthly on how successful it is in helping young people.

Alongside education and training providers, there are services that can support young people into education and training working with young people to reduce the barriers to sustainable participation.

It is more effective for the Council, providers and services to work together and collaborate to ensure that young people receive structured and planned support, however there are circumstances where a young person's information is deemed to be personal sensitive information and consent would be needed from the young person before this is shared.

Personal information that is defined within the Data Protection Act 1988 as sensitive includes health related issues, pregnancy, caring responsibilities, child in-care, care leaver, offences alleged or committed and support agency involvement.

To assist with this Halton Borough Council is requesting that if an organisation has direct contact with a young person that they ask the young person to give their consent to Halton Borough Council sharing their personal information if this sharing will enable providers and services to work together more effectively for the benefit of the young person.

The Consent Form when completed gives permission to Halton Borough Council to share relevant personal information with appropriate providers and services working to engage and support young people into and through education or training.

Completed Consent Forms should be electronically scanned and emailed to the designated 14-19 Data Team contact using Halton Borough Council's secure email system that will encrypt the document or sealed and marked Private and Confidential and delivery arranged with the 14-19 Team.

Information collected will be processed by the 14-19 Team within Halton Borough Council and shared in a consistent and approved manner, promoting good information management practice, and helping to improve accuracy and efficiency.

