

## Halton Borough Council Special Category (Special) 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 sensitive and consent would be needed from the young person before this is shared.

Sensitive information that is defined within the General Data Protection Regulation 2018 Article 9 as Special Category (Sensitive) information includes ethnicity, health related issues, sex life or sexual orientation.

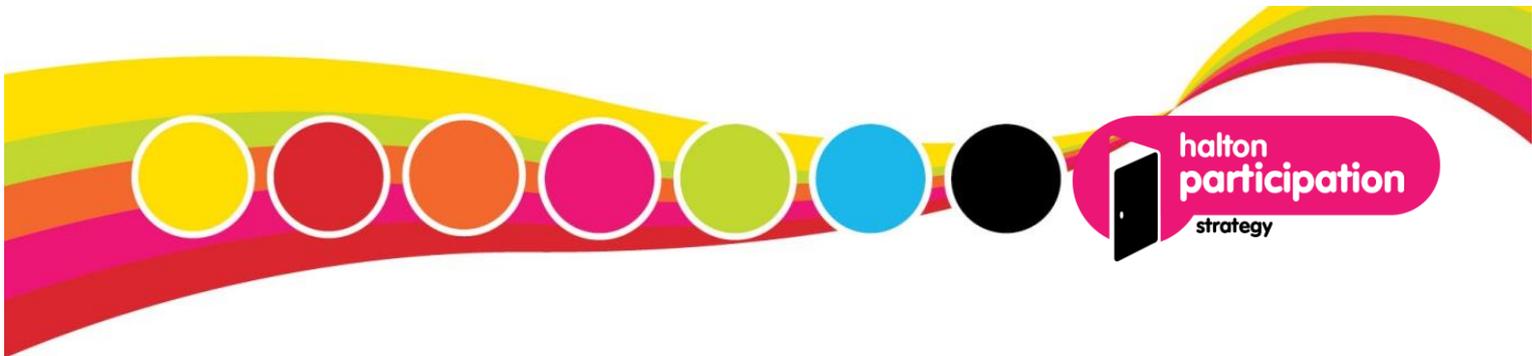
To assist with this Halton Borough Council is requesting that if an organisation has direct contact with a young person that they ask the young person to give their consent to Halton Borough Council sharing their sensitive information if this sharing will enable providers and services to work together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

The Consent Form when completed gives permission to Halton Borough Council to share relevant sensitive 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 double 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.





Information will be kept until the end of the academic year a young person turns 20 years old or if they have an education, health and care plan until the end of the academic year they become 25 years old.

Information is protected by Data Legislation (General Data Protection Regulation 2018 and Data Protection Act 2018). This means that the information will only be used for the reasons we have stated. It will be kept safe and secure and young people will have the right to see what information is being kept. A young person can decline to share Special Category (sensitive) information and has a right to withdraw consent at any time by contacting the 14-19 Team at Halton Borough Council using any of the methods below:-

- Halton Borough Council, Rutland House, Halton Lea, Runcorn WA7 2GW
- [14-19Team@halton.gov.uk](mailto:14-19Team@halton.gov.uk)
- 0303 333 4300

