

## **Fair Processing Notice**

### **Integrated Team for Families (ITF) – Working in Partnership with The Carers Hub**

#### **The Purpose**

The information you provide on the Referral for Young Carers Support will be used for the purposes of assessing the support needs of your family and provision of that support. The Information will be stored on Brighton and Hove City Council's Families, Children & Learning database, which is hosted on Council premises and protected by nationally compliant information security measures.

In order to provide services to yourself or your family, information may be shared with other organisations such as your child(ren)'s school, housing provider, health professionals etc. However you will always be asked for your consent prior to such sharing taking place.

#### **Additional Purposes**

On rare occasions, when it is considered necessary to prevent or detect serious crime, information may be shared with police forces. Such sharing will be done under Section 29 of the Data Protection Act 1998 and your consent will not be sought to do this.

Additionally, it may be necessary to share information with other agencies such as Social Work, Probation or the emergency services where doing so would prevent harm or protect vital interests of an individual. Where necessary to do this, sharing is subject to Schedules 2 and 3 of the Data Protection Act. If possible, your consent will be obtained for these acts of sharing, but if it is not possible or reasonable to obtain your consent, the information may be shared in any case.

Information you supply on the Referral for Young Carers Support may be shared for the purpose of contributing to a national evaluation of the Troubled Families Programme commissioned by the Department for Communities and Local Government. When shared for this purpose, the information will be protected by encryption. Any published results from the evaluation will be anonymised in accordance with national standards in order to prevent disclosure of your identity or that of family members.

#### **Your Rights**

You are entitled to withdraw consent to use or share the information provided on the Referral for Young Carers Support at any time. Should you wish to do so, contact us via email [ITF@brighton-hove.gov.uk](mailto:ITF@brighton-hove.gov.uk) or call Debbie Corbridge on 01273 290477. Please note that if you withdraw your consent from this service, we will no longer be able to offer assistance.

If you wish to obtain a copy of the information held about you, believe the information to have been misused or believe it to be inaccurate, you can contact the Council's Data Protection Team on 01273 295959 or [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk) who will advise you on how to exercise your rights.