



All requests for information should be made in writing and should detail the sorts of information that you want to see about your self (such as a particular report or about some work you did with us), or if you want to see all of the information we hold about you. Your Case Manager can help you write this down.



However, it is important to remember that there are 'exemptions' within the Data Protection Act which may allow us to refuse to comply with your request in certain circumstances.

Further Information

We have legal grounds to process this information because it is necessary for the performance of a task carried out in the public interest.

The tasks we carry out in the public interest are under the:

- Children Act 2004
- Crime (Sentences) Act 1997
- Crime and Disorder Act 1998
- Criminal Justice Act 2003

We have legal grounds to process (including share) special category data and criminal convictions data where we are exercising a statutory function and where it is necessary in the case of substantial public interest.

Compliance with these legal requirements along with GDPR Data Protection 2018, provides a legal framework that protects and safeguards your personal information

We will ask you and your parent(s) to sign to say you have received this booklet and you understand it. Please ask your Case Manager if you have any questions



Youth Partnership Service

Working together to empower, support and safeguard children and young people in Luton

A partnership between Luton Council, Bedfordshire Police, BLMK Clinical Commission Group, The Probation Service and Luton Social Care

Sharing Information

Within the Youth Partnership Service (YPS) and with Other Agencies

Information for children, young people and their parents/guardians

Luton Youth Partnership Service, The Albany, Ground Floor,
4 Cardiff Road, Luton, LU1 1PP

Tel: 01582 547900 Email: yos@luton.gov.uk

Sharing Information within the YPS

Luton Youth Partnership Service (YPS) aims to provide you with the best possible service and to do this we will need to share information about you with professionals within the service.

Within the YPS we have a range of staff such as:

- Youth Justice Officers,
- Youth Workers
- Police Officers,
- Health Workers,
- Education Workers,
- Victim Support Workers,
- Probation Officers.



Sharing Information with Other Agencies

In addition to sharing information within the service we may need to share information about you with professionals from other agencies such as:

- Luton Council, Health Services, Police, Social Care,
- Schools and Colleges and Accommodation providers.
- Courts, Crown Prosecution Service, Probation Service.
- Community organisations commissioned to deliver services.

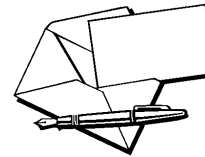


We do not normally refer to health issues in reports to the Courts unless it is relevant for the Court to know in order to understand your offending or to ensure you get the most suitable sentence.



You will be given a copy of your court report before it goes to the court so you will know what is written in it and can discuss it with your Case Manager.

If you still live at home we would normally share information about your health with your parents. If you would rather we didn't do this please discuss this with your Case Manager.



Requesting to See Information



We have a policy of sharing with you the majority of information we hold about you without you asking for it. For example you should be given copies of any Pre Sentence Reports, Referral Order Panel Reports, Intervention Plans etc.

However you have the right to request a copy of the information that we hold about you. If you would like to see some or all of your personal information or if you would like more information about data protection or how we use your information, please write to the 'Head of the Youth Partnership Service' at the address on the front page of this booklet.



Health Information About You



Information about your health will normally be shared within the service to ensure you get the best possible service from us and that we take account of your health needs.

As well as writing things you tell us about your health on our case files we also use another assessment tool called CHAT (Comprehensive Health Assessment Tool). You can read about CHAT online at:

<http://www.ohrn.nhs.uk/OHRNResearch/CHAT>

or talk to your Case Manager or a YPS Health Worker.



Using CHAT helps us to properly assess your health needs to make sure you get the best services.

However, information about your health will not be shared outside of the service except with other health care professionals, your social worker if you have one and your GP; who may need to know in order to provide you with health care services.



If you have a health issue that you would rather we don't share please discuss this with your Case Manager.

We do this to:

- ✓ Get you any help and advice that you might need.
- ✓ Make sure you and others are safe from harm and exploitation.
- ✓ Support and empower you to achieve whatever you set out to do.
- ✓ Keep our communities a safe place for you and others.
- ✓ Make sure we are helping to prevent you getting involved in offending in the first place.
- ✓ Help you not get into any more trouble if you do enter the youth justice system.
- ✓ Make sure that we are able to do our job properly.
- ✓ Make sure we comply with the law; such as the Data Protection Act 2018 and the implementation of the General Data Protection Regulation (GDPR), the Crime and Disorder Act 1998 and the Children Act 2004.

The information we share will tell professionals in other agencies that we are working with you, so that we can all coordinate the work that we do and ensure you get the best service.



Any further information about you that those people request from us will only be given if you agree or if the law requires us to.



Sometimes we also supply data to other agencies but this does not contain any information that would allow them to identify you, it is anonymous.



How Information is Stored

Information held by the YPS is stored securely within our computer system or in paper files and only authorised staff are able to access that information.

1) Children & young people who have been sentenced by the courts:



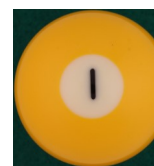
Information is usually held for up to 5 years after you have stopped receiving a service from us or until your 18th birthday (whichever happens first), but in some cases this may be longer and will depend upon the type of service you receive from us.

2) Children & young people who have received a Diversion, Caution or Conditional Caution:



Information is usually held for up to 3 years after you have stopped receiving a service from us or until your 18th birthday (whichever happens first), but in some cases this may be longer and will depend upon the type of service you receive from us.

3) Children & young people involved in the Multi-Agency Gangs Panel (MAGPan) who have received a prevention intervention with us:



Information is usually held for up to 12 months after you have stopped receiving a service from us but in some cases this may be longer and will depend upon the type of service you receive from us.

If you have been Looked After by a Local Authority (eg: you have been Accommodated or on a Care Order) your Social Worker will be given a copy of some documents about you such as any Pre Sentence Reports we write or a copy of your Intervention Plans. We retain original written records, or a copy of it, in some other accessible form (such as on computer files) in line with the Children Act 2004.