



Rules on keeping personal and sensitive information

Because some of the information that agencies hold about you is sensitive, they need to make sure that they comply with rules. These rules are in the Data Protection Act 1998 and are there to ensure that the information agencies have is:

- Used fairly and legally
- Only used for the purpose for which it was collected
- Correct and up to date
- Only kept for as long as it is needed
- Stored safely



The law allows access to the information held by some agencies.

To find out how, contact
Cambridgeshire County Council
Data Protection Officer
01223 699137

School: The Head Teacher

Health: Your GP

If you are unclear about any of the information in this leaflet, or have any questions, please contact the:

Information Sharing and OneVision
Cambridgeshire County Council
01480 355974
onevision@cambridgeshire.gov.uk

If you would like a further copy of this booklet, or a copy of the text on audio cassette, in Braille, large print or other languages, please call:
01480 355974



Information Sharing To support children & young people



Information for
young people



Remembering that Every Child Matters

To make sure you receive the best service to support you, the people working with you need information about you.

This information may be held on a computer and / or in paper files.

Personal information

Personal Information is information used to identify you and includes your:

- Name
- Date of birth
- Address and postcode

Sensitive information

Other information held on you is known as Sensitive Information. This includes for example, ethnicity, religious beliefs, difficulties you may be having, details of people providing you with support, your education and health records and if you are involved with social services, your social care records.

Agencies working with you will ...

Collect information to make sure they know what you need and what you are receiving.

Use the information to make decisions and choose the right type of support for you.

Keep the information so you are not asked the same questions over and over again, so there is a record of decision that have been made and to make plans for the future.

Get rid of the information when it is no longer needed and there is no longer a legal reason to keep it.

Update the information to ensure that it is still accurate.

Let you see the information and comment on it.

Share the information with other services where this is necessary and allowed to ensure that you are safe and receive the right service.

Sharing information helps the people supporting you work together better with you and decide what everyone needs to do to help.

Information can be shared between services such as health, education, social services and youth services.

Generally, the information held on you by one service can only be shared with other agencies **with your consent** – you or your parent / carer will be asked to sign a consent form saying that you are in agreement for information to be shared.

You can change your mind about giving consent at any time.

Sometime information can be shared **without your consent** – for example, where there are concerns about your safety (Children Act 1989) or if a court orders information to be shared. The Crime and Disorder Act 1998 also allows information to be shared without consent if this will prevent or detect a crime.