

If information is needed for research or training we will make sure you cannot be identified.

We are always careful about the information we share about you with others. We will try to obtain your permission for sharing information and only share information without your permission if the law requires us to do so.

## Can I see the information you have about me?

You have the right under the Data Protection Act 1998 to see the information we hold about you. If you are a young person you will need to be able to understand what you are asking to see. This is usually when you are 12 years or older.

Parents and people with parental responsibility can see a child's file if a child is unable to make the request themselves and it is in the child's best interest for the parent to see the information.

If you want to find out more about what information is recorded about you, you can talk to the person who is working with you or your family.

If nobody is currently working with you or if you want to access your information you need to contact the Data Protection Officer on **01473 264656**, email: **[information.management@suffolk.gov.uk](mailto:information.management@suffolk.gov.uk)**

# Information About You

Your information is your business and here's how we keep it that way

## What personal information do we keep?

Suffolk's Children and Young People's Services keep information about people for lots of different reasons. The information might be about families that contact us, families we help or about families where there have been child protection concerns. We hold information about children and young people, their parents and carers. The information we keep will include things like a name, address, date of birth, ethnicity, religion and health, care and education related data. We also keep a record of each time that a person contacts us or we contact them. Where we provide a service, we will keep more detailed documents called assessments, reviews, plans and reports. These documents will have more detailed information about the person and their family's circumstances including decisions and agreements made.

## Where is the information kept?

Children and young people have their own case files which are both electronic and paper based and information about parents or carers will usually be on the child or young person's files. In the case of health visiting and school nursing, adults' information is kept separately from those of their children.

Foster carers, private foster carers, special guardians and adopters also have their own case files.

All information is stored securely and only authorised people will access the information when they need it to do their jobs.

There are different rules about how long the County Council should keep information which depends on the type of information in question, and we store all information in accordance with those rules.

## Who can see this information?

We will sometimes need to share some of your information with colleagues within the County Council so that you and your family receive all the services that you need and we are complying with our safeguarding obligations.

We may need to share personal information with professionals outside the Council to make sure Children and Young People get the right care, training, support and protection.

We also have to share some or all of your personal information with those that are planning how to improve services and those carrying out inspections. This could involve sharing an entire file with an inspector or sending some information about all children receiving a certain service to the government.