

Wakefield Youth Offending Team – How we use your information

You have been referred to the Youth Offending Team because you have come into contact with the police.

The Youth Offending Team includes people from the police, probation, health, education, social services and others.

1. Who we are.

Wakefield Council
Telephone: 01924 306112
Email: dataprotection@wakefield.gov.uk

If you have any questions regarding your information please contact:

Wakefield Youth Offending Team
5, West Parade
Wakefield
WF1 1LT
01924 304155

The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112
Email: dpo@wakefield.gov.uk

2. How we use your data:

We have a legal obligation under the Crime and Disorder Act 1998 to talk to and exchange information about you with other people and agencies while we are involved with you.

Types of information held by Wakefield Youth Offending Team are:

- Full Name including any Alternative Names/Aliases
- Age/Date of Birth
- Address (including previous addresses)
- Ethnicity (as defined by the individual)
- Schools and Colleges Attended
- Details of Employment
- Details of Current and Previous Offences
- Details of Current and Previous Disposals (i.e. reprimands, Final Warnings and Convictions)
- Details of Current and Previous Assessments (including risk assessments) and programmes of intervention (including responses to intervention)
- Details of any relevant services currently or previously involved with
- Current and past legal status if you have been in the care of a local authority

- Relevant Health Information essential for the safe conduct of assessment and delivery of interventions.

We use your information to make sure our assessments are useful to you, and to make sure the programme offered helps prevent further offending.

Normally, we will share information with the following:

- Your parents, unless you are 16 or over and not in contact with them;
- Your school, in case you are having difficulties there;
- The Education Department to check your attendance and any other involvement they have (e.g. Special Educational Needs).
- Children's Social Care, to ensure that we work together if you already have a social worker or if you become involved with them.
- Children First Hubs
- Other Local Authority services for children.
- Careers or Connexions workers involved in helping and monitoring your progress in education, training or employment
- Speech and Language Therapy
- Other services you may be involved with in the past or if you become involved with them during the time we are working with you, such as Substance Misuse Services, (and Child and Adolescent Mental Health Services if working with them forms part of your programme).
- Your reparation placement or unpaid work provider if you are going to do community based reparation or unpaid work as part of your programme.
- Other Youth Offending Teams if you move out of the area.
- The police if you are on an Intensive Supervision and Surveillance Programme.
- Other agencies responsible for taking action against anti-social behaviour, or for protecting the public if there is serious concern about your behaviour in the community.
- The secure estate if you are sentenced or remanded in custody or secure accommodation at any stage.
- The National Probation Service if your order is to be transferred to them, when you become 18.
- Health workers e.g. School Nursing, G.P. etc. (This information would be recorded on your community health records) and Child and Adolescent Mental Health.
- Housing and Housing Providers if accommodation problems are contributing to your behaviour.
- Any other people or organisations you feel we should contact.

3. What authority does the Council have to collect and use this information?

The General Data Protection Regulation (GDPR) requires the Council to have a lawful reason for the collection and use of your personal data. This means that the Council has a duty under the Crime and Disorder Act 1998 to collect and share information for the purposes of preventing offending. (Article 6 (1(e) and Article 9 (2(b))).

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 until you are aged 20 years when it will be deleted. However, if you committed a serious crime and/or were sentenced to a penalty lasting more than 3 years we **may** keep it longer and carry out an annual review. The timescales for holding your information are agreed by a Government department called the Ministry of Justice.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right to see the personal information that the Council holds about you, and/or the right to be given a copy of the information.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is deleted.

Right to Restriction of Processing

You have the right to request to ask about how your personal data is being processed to request that this is stopped.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to ask that it is shared with another organisation. However, this only applies to data that you have provided to us and not to all the information that the council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to complain to the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

6. Further processing

If we wish to use your personal information for any other reason not covered in this notice we will inform you before we do this.