Salford City Council service specific privacy notice

Salford Youth Justice Service

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation:


This notice provides additional privacy information for:

Young People, Parents (carers) and Victims, whom receive a service from the Youth Justice Service.

Purpose(s)

We collect your personal information for the following purpose(s):

The Youth Justice Service provides a statutory service on behalf of the Local Authority and the Youth Justice Board. It is our duty to administer and deliver support services directly to young people, their parents/carers and the victims of crime. Collecting accurate and relevant information at precise moments is crucial to enable the YJS to carry out their duties and aims of reducing offending and reoffending within the City.

Categories of personal data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name*
- Address*
- Telephone Number*
- Date of Birth*
- Ethnicity
- Religion
- Language
- Contact details of Parent, Next of Kin, Siblings (including relationship type)
- Contact details of Professional contacts (ie. Doctor, Social Worker)
- Alternative References (Police National Computer PNC number, Unique Pupil Number UPN, any other unique references needed to allow appropriate data sharing to allow for accurate joint working with multiagency professionals)
- Education setting detail (current status, location and attendance patterns)
- Social Care Status (Child Looked After, Child Protection, Child in Need detail)
- Court Details (including triage, pre court and post court information)
- Health data (including Mental Health, Drug and Alcohol misuse)
- Offence details*

Legal basis for processing

The legal basis for processing your personal information is:

Salford Youth Justice Service collects personal data under the lawful basis provided under the following statute Acts. Particularly but now exhaustive to the following chapters/parts. *These may change as and when the Acts are revised, at which time this notice will be revisited.

- Crime and Disorder Act 1998 (Service of Prosecution Evidence) Regulations 2000
  - Part 1 Prevention of Crime and disorder – Youth Crime and Disorder
  - Part 3 Criminal Justice System – Youth Justice
  - Part 4 Dealing with Offenders - Young Offenders
  - Part 5 Miscellaneous and Supplemental – remands and committals of Children and Young People
  - Schedule 1 - 10

- Legal Aid, Sentencing and Punishment of Offenders Act (LASPO) 2014
  - Part 3 Sentencing and Punishment of Offenders
  - Chapter 1 – Sentencing (Youth Sentences)
  - Chapter 3 – Bail (Remands of Children)
  - Chapter 4 – Release on Licence etc (Supervision of Young Offenders)
  - Chapter 7 – Out of Court Disposals (Youth Cautions)
  - Chapter 9 – Offences
  - Schedule 1 – 27

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Police
- Social Care
- Youth Justice Board & Ministry of Justice Placement Team
- Health Professionals (CAMHS, Nurse, Speech and Language Therapist, Drugs and Alcohol Team, other Health professionals where a service is agrees and deemed necessary to complete the course with Salford YJS)
- National Probation Services
- Education and Employment Providers
We will ask you about your preferences for sharing your information, unless there is a risk of harm to yourself or others, where we have a legal duty to share without your consent.

**Categorise sources if not obtained from data subject**

As well as information collected directly from you, we also obtain or receive information from:

- Police
- Family Relative
- Victim
- Social Care
- Youth Justice Board/ Placement Team
- Health Professionals (Mental Health, Nurse, Speech and Language Therapist, Drugs and Alcohol Team, other Health professionals where a service is agrees and deemed necessary to complete the course with Salford YJS)
- Probation Services
- Education and Employment Providers

**Storing/ Data retention/ criteria**

Your information will be securely stored on the Youth Justice Service records management system and within the local files held on the Councils IT Systems. Personal records will be retained for the duration of the sentence/ term issued by the Court or the Youth Justice Service (Victim data will be retained also until the end of the sentence/ term is completed by the young offender) plus an additional 3 years, or until the Young person reaches the age of 25. Where a young person has committed murder, a sexual offence or has had a period of being a Looked after Child then their records will be kept longer and in accordance with the Local Authority retention schedule and in line with statutory and business requirements.

**Your rights**

You have the following rights.

- the right to be informed;
- to ask us for access to copies of the personal information we hold about you;
- to ask us to rectify your personal information if it is inaccurate or incomplete;
- to ask us to stop processing your personal information
- to ask us to erase personal information we hold about you
- to ask us to ‘restrict’ the processing of your personal information or erasure request you have submitted);
• to ask us ensure that a decision which legally affects you is reviewed by a person if the decision has been made solely using an automated computerised process;
• to ask us to put the personal information you have given us into a portable electronic machine readable format so it is capable of being transmitted to someone else.

Please be aware that these rights are not absolute and are subject to conditions and exemptions.

**How do I make a request?**

If you wish to exercise any of your rights, please submit your request to

infogovernance@salford.gov.uk

or by post to:

Information Governance Team
Legal & Governance
Salford City Council
Civic Centre
Chorley Rd
Swinton
M27 5DA

For **all** requests, we will need documentary proof that you are who you say you are.

**Updates**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.