



BEDFORD
BOROUGH COUNCIL

Information sharing and consent

A guide for
children and young people

Who is this leaflet for?

If you are a young person this leaflet is to help answer your questions on how information about you is shared.

People working with you such as Teachers, Nurses, Doctors, Social Workers, Police and other organisations will keep information about you.

To help you receive the best service to support you, it is important that the people working with you have the correct information about you.



Types of information

Personal information: This is information used to identify you and includes your name, date of birth, address and post code.

Sensitive information: This is other information about you that is specific to your situation, such as your ethnicity, religious beliefs, education, health, difficulties you may be having and details of who may be helping you.

The only information which will be shared, is that needed by other people to give you the support, care and protection you require.

Who will see the information?

Only people who are working with you will be able to see the information held. This information can be shared with other services where this is necessary to ensure you receive the right service and you are kept safe.

Information may be shared between Children's Social Care, Police, Health Agencies, some Voluntary Organisations, Schools, Courts and Legal Services.

Why do we share information about you?

- To reduce the number of times you are asked the same questions
- To give you the support and care that you need as quickly as possible
- To make sure you and others are protected and kept safe from harm.

Keeping your personal information safe

All information about you has to be stored and used in accordance with the Data Protection Act 1998.

This says that information has to be:

- 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.

If you require any further information then please talk to your Social Worker.

Will my parents/carers be told?

Usually we work with you and your parents/carers, with agreement to share information about you. If you do not wish us to share any information or particular details, then we will respect your wishes. Sometimes however, information will need to be shared with your parents/carers and you should be told when this happens.

Sharing Information about you with your agreement

You will be asked to agree to information about you being shared by different people who are working with you. Your worker should explain why we need to share your information and will ask you to sign an agreement form. If you agree to information being shared this is called consent.

If you do not agree to share information

If you do not agree to your information being shared then we will only do this if there is a legal requirement to do so, if there is a risk of a crime being committed or to protect and keep you and others safe.

Informed consent

Informed consent is when you are able to understand why we need to share information about you and you agree to your information being shared. If you are not able to understand why we need to share information about you, we will then ask your parent or carer to give consent on your behalf.

Can I see information you have about me?

Yes, you can see the information that we have about you. If you want to do so, talk to one of the people that are working with you.

You may have access to the information held by agencies that the law entitles you to see. You may wish to contact other agencies like education and/or health. You would need to speak to your headteacher for your education records and your GP for your health records. If Children's Social Care has finished working with you and you wish to see the information we have about you, please contact:

Access to (Closed) Social Care Records

5th Floor
Borough Hall
Cauldwell Street
Bedford, MK42 9AP

 **01234 228721**


 **childrensservices@bedford.gov.uk**

Adoption Records

If you have been adopted you can access your records through the Fostering & Adoption Service.

Fostering & Adoption Service

5th Floor, Borough Hall
Cauldwell Street
Bedford, MK42 9AP

 **01234 718718**

 **adoptionandfostering@bedford.gov.uk**

Useful contacts

Your Social Worker, GP or headteacher.

Childline



0800 1111



www.childline.org.uk

NSPCC



0808 8005000



www.nspcc.org.uk

Coram Voice



0808 800 5792



www.coramvoice.org.uk

National Youth Advocacy Service (NYAS)



0808 808 1001



www.nyas.net

Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Për Informacion

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برای اطلاع

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Informacja

للمعلومات

ਜਾਣਕਾਰੀ ਲਈ

Za Informacije

Per Informazione



01234 267422



Children's Services

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