

## Halton Borough Council Special Category (Sensitive) Information Sharing Consent

Halton Borough Council takes its responsibilities to encourage and assist young people into education or training, and support their participation seriously. The Government has set these duties for the Council and they also expect us to report monthly on how successful we are in helping young people.

→ **What is the purpose of this form?**

The purpose of this form is to advise you what Halton Borough Council will do with the Special Category (sensitive) information you share with us.

→ **What will the information be used for?**

Information is used to get a fuller picture of what your needs are, to see if we can help meet those needs, and to work with you to support your participation in education or training. Your consent will be kept under review and be refreshed as appropriate.

→ **Could it be passed to anyone else?**

If you say it is ok, some sensitive information may be shared between other services listed overleaf. In all cases information will only be shared for the reason it was given – to work with you to support your participation in education or training.

→ **Who will be able to see my information?**

Access to the information will only be given to staff that have a reason to see it.

→ **Where will the information be kept?**

The information you have given to us will be stored on our client database, our coaching service's database and in a paper file. Information will be kept confidential and secure to comply with the Data Protection Act 2018 and General Data Protection Regulation 2018.

→ **How long will it be kept for?**

Information will be kept until the end of the academic year you become 20 years old or if you have an education, health and care plan until the end of the academic year you become 25 years old.

→ **Could the information be shared without my permission?**

Yes, where there is a potential risk of harm or where a serious crime has or may be committed.

→ **What are my rights?**

Your information is protected by Data Legislation (General Data Protection Regulation 2018 and Data Protection Act 2018). This means that the information will only be used for the reasons we have stated. It will be kept safe and secure and you have the right to see what information is being kept about you. You can decline to share Special Category (sensitive) information and have a right to withdraw your consent at any time by contacting the 14-19 Team at Halton Borough Council using any of the methods below:-

- Halton Borough Council, Rutland House, Halton Lea, Runcorn WA7 2GW
- 14-19Team@halton.gov.uk
- 0303 333 4300



**Special Category (Sensitive) Information includes:-**

Information needed to provide comprehensive support to young people and defined within the General Data Protection Regulation 2018 as Special Category (Sensitive) and classified as ethnicity, health related issues, sex life or sexual orientation.

**Education and Training Services:-**

Riverside College	Power in Partnership	Cheshire Fire & Rescue
Progress Now	Widnes Vikings	Youth Federation
Gingerbread	Stuart Gelling International	Cidori

**Support Services:-**

There are also other services that you may feel could assist you with accessing education and training:-

Nightstop	Wellbeing Enterprise	Young Addaction
Talent Match	Canal Boat Adventure Project	Career Connect support programmes

**To be completed and signed by the young person:-**

The Worker has explained the reasons for the sharing of my Special Category (sensitive) information and I wilfully give consent to the Council for my Special Category (special) information to be processed and shared with services to assist Halton Borough Council to fulfil its statutory function to encourage, enable and assist my participation in education and training. Information will be shared in accordance with the Data Protection Legislation (including the Data Protection Act 2018 and General Data Protection Regulation 2018) and best practice.

Name: (Print): \_\_\_\_\_ Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed and signed by the worker:-**

I have fully explained the purpose of Special Category (sensitive) information sharing and how Halton Borough Council will use the information to support your participation in education or training and will only share this with services that are lawfully entitled to such information.

Name: (Print): \_\_\_\_\_ Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

