

## KEEPING AND SHARING INFORMATION

During your placement at Pathways to Independence UK we will need to keep, and sometimes share, **personal information (data)** about you so that we can:

- support you to achieve your goals
- Keep you safe

You can ask to have a copy of our **Data Protection and Confidentiality Policy** at any time. It is also on our website. Your Key Worker can support you understand this.

### Organisation's sharing information about you should have gained your consent first

#### Collecting Information

- We collect information about you by asking you directly for it.
- Sometimes your information will come to us from another person such as your Social Worker; we will ask you if you are ok with us keeping this.
- We will keep a note of any communication (texts, email) we have with you so that we can show we are working with you.
- We will take notes during our meetings with you so that we can show how we are supporting you

#### Storing and Using Information

- We still store your information safely and securely. Only our staff will have access to this information and we only access it to support you.
- We will sometimes check / study yours, and other young people's, information to make sure we are doing a good job in supporting everyone. This is always done anonymously. You can circle our choice below if you would like to have your data studied.

**I would like be included in analysis**

**I would like to opt out of analysis**

- When you leave us, we will give you a copy of some of the information we have on you. This is to help you in the future. You can request all your data at any time.
- We will store your information after you leave us. This is so we can give it to you in the future if you need it and show what we have done to help you. We will securely destroy this information after a period of time which is based on your age (overleaf)

<b>Today I am 18 or over</b>	We will keep your data for 12 years
<b>Today I am under 18</b>	We will keep your data for 75 years (OFSTED Requirement)

**Accessing and Removing Information**

- You have the right to any and all information we hold about you whenever you want. This is called a **Subject Access Request (SAR)** and we have to give you a copy of what you have asked for within **30 days for free**. However, sometimes we need to withhold some information if the release will a) breach another person’s privacy or b) pose a significant safeguarding risk to you or others.
- You have the right to ask for any information we have on you to be destroyed immediately. However, we need to keep some information to keep you and others safe. If we are unable to keep this information we may need to ask you to leave our service.
- If you feel that any information we have about you is wrong; then we have to explore it with you and change it if it is wrong.
- If you are unhappy with the way Pathways has shared, used or stored your information you can complain to us. You can also email [young.person@ptiuk.org.uk](mailto:young.person@ptiuk.org.uk) and contact our Data Protection Officer (below). You can also contact the **Information Commissioner’s Office (ICO)** directly to complain ([www.ico.org.uk](http://www.ico.org.uk) / 0303 123 1113). We will also tell them if you are unhappy as well.

**Sharing Information**

- Pathways will keep your information safe and secure and we do not tell anyone else without your permission.
- However, we may have to share certain information if there is a safeguarding concern about yourself or others, and we feel that we need to share information to keep you and others safe.
  - For example, we will have to tell the OFSTED that you have moved into the area if you are under-18.
- Sometimes we need to talk and share information to other organisations to support you, for example, colleges or your doctor. We will always ask if you agree with this first.
- If you do not wish for us to talk to certain organisations or people we will respect your decision. You can tell us not to talk to others now or at any time.

***I would like Pathways NOT to talk to:***

- 
- 
-

### Placement Sharing and Safeguarding

- You are placed here with us by Social Services. We need to tell them how your placement is going and what we are doing to support you. This is the only organisation we may share information without your permission first.
- There may be a time when we feel that you or someone else might be in danger. We may have to share or receive information without your permission to keep you or others safe. This is called **breaking confidentiality**. We take this very seriously and only do it when we feel we really need to.
- We will tell you if we need to break confidentiality before we do this unless we very clearly see this as unsafe to do so.
- You can always complain about how and why we have shared your data even if we think we have done so appropriately or feel like we needed to for safety.

Name of young person: .....

- I have been told about confidentiality and what it means for me
- I understand what this form is telling me and how my information will be used.
- I have agree that Pathways can keep and share information about me.

Signature: (of young person) .....

Date: .....

Signature: (of Key Worker) .....

Date: .....

**Data Protection Officer** - Jay Horsman (07702 516416 / [jay@ptiuk.org.uk](mailto:jay@ptiuk.org.uk)) is currently your **Data Controller, Processor** and **Data Protection Officer**. This means that they decide what information they need to collect from you, how it is stored, how it is protected, how it is shared, how it is processed and how it is managed. You can always talk to them if you have any questions or would like to make a complaint.