

# Young Person's Consent to Record and Share Personal Information



Young Person's Details			
Given Name	Family Name	Also Known As	Date of Birth
Address		Postcode	

**Please sign below to confirm:**

- I am the young person named above

**Consent to Record Information**

- I understand that information is held about me for the purpose of providing me with services. I have read and understood the privacy statement 'Why is personal information kept by agencies?' (overleaf)

**Consent to Share Information**

- I agree that you can share and request information about me so that you and other professionals can work together to provide me with help, advice, information or support, for example: Teachers, Doctors, Safer Neighbourhood Teams, Nurses, Family Outreach Workers, Health Visitors, Early Years Practitioners, Midwives, Youth Workers, Social Workers and others. Any exceptions or additions can be listed below under 'Notes'
- I understand I can withdraw my consent at any time in writing to my Lead Worker, and that there are some exceptional circumstances when information must be shared even without my consent (as described in the Privacy Statement overleaf)
- I understand that this consent will last until I ask for it to be changed or until my involvement with the organisation below ends

**Notes**

**Signatures:**

<b>Young Person</b>		<b>Date</b>	
<b>Professional</b>		<b>Name</b>	
<b>Job Title</b>		<b>Organisation</b>	

# Privacy Statement – Why is personal information kept by agencies?

*Information for children, young people and their families*

**Bournemouth, Dorset and Poole**

*Agencies Working Together to support Children and Young People*

## Why is personal information held?

- All agencies who provide you with any kind of service have to keep personal information about you. This is so they can plan and give you the services you require.

## What type of personal information is kept?

- It depends on the service you are getting. For example, health visitors keep information on how a child is developing, teachers on how a child is learning, and so on. The information is held confidentially either on computer or in a secure manual filing system.

## Who is responsible for it?

- Making sure your personal information is kept securely and up-to-date is the responsibility of each agency providing the service to you. Information about you is protected by law and has to be treated carefully. We are making sure that everyone working with you is clear about what the rules are.

## Consent to share

- Some information we have to pass on, with or without your consent. For example, if we have a big concern about you or if we think other people may be at risk of harm; if we learn about a serious crime being planned or having been committed and also if a court tells us we must do so. Usually though we would talk to you about this before sharing with another agency.
- Your information may also be shared with Government Departments where we are required to do so.

## How to view your information

- You have the right to ask us if we hold personal information, what it is used for and to view the information we hold. You also have the right to know whether we disclose your personal information to other people and to ask us to correct anything that is wrong.

## Do I have the right to see all my personal information?

- You have the right to see your personal information with some specific exceptions. For example, you will not be allowed to see personal information that contains details about someone else, even a member of your own family, until that person has given permission. There may be occasions when it would not be in your best interests to see it. If that is the case we will ensure that you are given a full explanation at the time so that you understand why this decision has been made.

## Applying for access to your personal information

- You will need to ask the professional working with you. Usually you will have to fill in an "Access Request Form" or send a request in writing. We have to respond within 40 days of receiving your correctly completed application. Please note some agencies may ask for a small fee of £10.