

0. INTRODUCTION.

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0. INTRODUCTION.

This “**Child SERVICE USER (Privacy Notice Supplement)**” contains the “**Child SERVICE USER**” **Data Collection Disclosure Tables** and is an intrinsic part of our “**GENERAL Privacy Notice**” and should at all times be read together as a single and combined Privacy Notice.

1. DATA COLLECTION DISCLOSURE TABLE.

1. Child SERVICE USER (referral process)	
INFORMATION CATAGORY	WHAT Data We Collect
<p>Our Office Locations:</p> <p>Referrer of Service User:</p> <p>Service User:</p> <p>Guardian/appropriate adult of Service User:</p> <p>Communications Approval:</p> <p>Additional Needs:</p> <p>Childrens services:</p> <p>Legal situation status:</p> <p>Other services Involved:</p> <p>Perpetrator:</p> <p>Incident:</p>	<p>Liverpool, Sefton, Birkenhead</p> <p>Referral date, Agency details, Telephone Number(s), Email address, Referrers Full name. Personal details: e.g. Name, Date of Birth, Physical Address's, Living in family home status.</p> <p>Full name, Address (if different to child), Telephone Number(s).</p> <p>e.g. Post.</p> <p>Vulnerabilities etc.</p> <p>Referral and Child Protection Plan Status. Social worker: Name, Email address, Contact number. LADO Referral Status (Local Authority Designated Officer).</p> <p>Ongoing Police investigation status.</p> <p>Agencies name, Contact details, etc.</p> <p>e.g. Name, Date of Birth, Relationship to Service User, etc.</p> <p>Summary notes pertaining to the incident.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is:</p> <p>Primarily:</p> <p>Secondary:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD:</p>	<p>To provide you with the services and/or information you have requested. To get in touch with you about any questions related to your submissions. To keep a record of our relationship with you. To process your data in connection with internal reporting and analysis. To comply with our legal obligations.</p> <p>Legitimate interest. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>RASA Merseyside (Counsellors ISVAs and volunteers), Childrens services, (Multi Agency Safeguarding Hub). (Professional and legal bodies)</p> <p>Six Years from closure.</p>

2. Child SERVICE USER (assesment process)	
INFORMATION CATAGORY	WHAT Data We Collect
<p>Referrer of Service User: Service User:</p> <p>Communications Approval:</p> <p>Guardian/appropriate adult of Service User: Communications Approval:</p> <p>We SHARE this data with:</p>	<p>e.g. Agency, Name, Telephone Number(s).</p> <p>Personal details: e.g. Name, Gender, Date of Birth, Age, Physical Address's, Telephone Number(s).</p> <p>e.g. Post, Voice mail, Text message.</p> <p>Full name, Email address, Telephone Number(s).</p> <p>e.g. Voice mail, Text message.</p> <p>Internally, and possibly MARAC, Domestic Violence Support. (Professional and legal bodies)</p>
<p>Initial Form:</p> <p>Other agencies involved:</p> <p>Perpetrator:</p> <p>Contact with other children</p> <p>Legal situation status:</p> <p>Service Details:</p> <p>Incident:</p> <p>Parents/Main caregivers or Other significant adults in the home:</p> <p>Known concerns of caregivers capacity to safeguard:</p> <p>Childrens Services: Childrens Services intervention.</p> <p>Other children in household:</p> <p>Service user school details:</p> <p>GP Details:</p> <p>RISK Assesment on:</p>	<p>e.g. DPMS (Data Performance Management System) ID & Code, Allocated worker</p> <p>Name, Agency, Contact details.</p> <p>e.g. Name, Address, Occupation.</p> <p>Status, Childrens name, Date of Birth, Address, School name, Childrens Parents name.</p> <p>e.g. Police involment.</p> <p>e.g. ISVA, Counselling, etc. Support commencement date.</p> <p>Incident details, Time lapse since occurance.</p> <p>Name, Date of Birth, Relationship to child.</p> <p>Domestic abuse, Drug Dependency, Alcohol dependency, Mental health.</p> <p>Safeguarding referral status, allocated social worker status, their contact number/email address, Child in need, child protection plan, LAC (looked after child).</p> <p>Name, Date of Birth, Gender, School, Child services involment.</p> <p>e.g. Name, Address, Contact details, School awareness status.</p> <p>Surgery Name, Address, Telephone Number(s).</p> <p>Health: Physical disabilities/Mental health diagnosis status. Prescribed medication details, Health checks progression. CAMHS Referral status. (Child and Adolescent Mental Health Services). CAMHS Historic involvement. (Child and Adolescent Mental Health Services). SARC (Sexual Assault Referral Centre) or Rainbow Centre attendance status.</p> <p>Employment, Education and Learning: Employment, Education and Learning engagment status, Attendance status concerns, Behavioural concerns, Other children/young people interactions concerns, Aspiration/dreams expression.</p> <p>Emotional/Behavioural development: Coping strategies implemented, Self-harming behaviours/suicidal thoughts status.</p> <p>Identity: Self-esteem, self-image, social presentation, perception of self, knowledge of personal/ family history, sense of belonging, experiences of discrimination.</p> <p>Family and social relationships, incuding family history: Stable relationships with parents/ guardians, siblings and peers, support from family, positive role models. absent parents status, child carer status.</p>

<p>RISK Assessment on (continued):</p>	<p>Accommodation: Service user resides with, Missing from home status, Home environment issues.</p> <p>Social Media (Internet and Mobile Usage): Social media relationship status, Time spent, Knowledge of Friends status, Online safety awareness, Caregivers awareness of precautions to take.</p> <p>Additional information not captured elsewhere: Various notes.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily: Secondary:</p> <p>We SHARE this data with:</p> <p>Data RETENTION PERIOD:</p>	<p>To provide you with the services and/or information you have requested. To get in touch with you about any questions related to your submissions. To keep a record of our relationship with you. To process your data in connection with internal reporting and analysis. To comply with our legal obligations.</p> <p>Legitimate interest. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>RASA Merseyside (Counsellors ISVAs and volunteers), Police, Court Services. MASH (Multi Agency Safeguarding Hub). (Professional and legal bodies)</p> <p>Six Years from closure.</p>

<p>3. Child SERVICE USER (counselling process)</p>	
<p>INFORMATION CATAGORY</p>	<p>WHAT Data We Collect</p>
<p>Case Notes:</p>	<p>Various case notes from counselling process.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily: Secondary:</p> <p>Data RETENTION PERIOD:</p>	<p>To provide you with the services you have requested. To keep a record of our relationship with you. To process your data in connection with internal reporting and analysis. To comply with our legal obligations.</p> <p>Contract. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>Six Years from closure.</p>
<p>Audio Recordings (Voluntary):</p>	<p>e.g. Audio recordings of the counselling session/s.</p>
<p>WHY we collect (the above):</p> <p>Our LEGAL BASIS for processing is: Primarily:</p> <p>We SHARE it with:</p> <p>Data RETENTION PERIOD:</p>	<p>To help with the professional development of our counsellors.</p> <p>Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data: e.g. Race, Religion, Sexual Orientation and Health Information.</p> <p>Internal Only</p> <p>30 Days</p>

4. Child SERVICE USER (leaving process)	
INFORMATION CATAGORY	WHAT Data We Collect
Closing case study:	Brief case study notes comprising of couseillers name, service provided and outcomes achieved
WHY we collect (the above): Our LEGAL BASIS for processing is: Primarily: Secondary: We SHARE this data with: Data RETENTION PERIOD is:	To see how well our services work, to feedback to our funders, and to fundraise for the future. Contract. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data : e.g. Race, Religion, Sexual Orientation and Health Information. Internal Only. 30 Days
Wellbeing (Questionnaires):	Young Persons Survey.
WHY we collect (the above): Our LEGAL BASIS for processing is: Primarily: We SHARE this data with: Data RETENTION PERIOD is:	To see how well our services work, to feedback to our funders , and to fundraise for the future. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data : e.g. Race, Religion, Sexual Orientation and Health Information. Internally Only. 30 Days
Our Services (Questionnaire): Anonymous and Voluntary	Our Services Survey.
WHY we collect (the above): Our LEGAL BASIS for processing is: Primarily: We SHARE this data with: Data RETENTION PERIOD is:	To see how well our services work, to feedback to our funders, and to fundraise for the future. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data : e.g. Race, Religion, Sexual Orientation and Health Information. Internally, Our funders. 30 Days
Equality Act 2010 Monitoring (Questionnaire):	e.g. Age, Ethnicity, Religeon or Belief, Disability, Sexual Orientation, Gender Identity, etc.
WHY we collect (the above): Our LEGAL BASIS for processing is: Primarily: We SHARE this data with: Data RETENTION PERIOD is:	To enable us to offer diversty and to prevent discrimination. Article 6: Consent (Specific Condition: Article 9 (2)a – Consent) Due to some data collected may contain Special Category Data : e.g. Race, Religion, Sexual Orientation and Health Information. Internally Only. 30 Days

2. CHANGES TO THIS PRIVACY NOTICE.

We recognise that transparency is an ongoing responsibility so we will keep this privacy statement under regular review.

This privacy notice was last updated on 29 August 2019.

For the latest version of this and all of our Privacy Notices and Supplements visit <https://www.rasamerseyside.org/privacy>