



Rules on keeping personal and sensitive information

Because some of the information that agencies hold about you or your child is sensitive, they must comply with the principles of the Data Protection Act 1998. These principles ensure that the information agencies have is:

- Used fairly and legally
- Only used for the purpose for which it was collected
- Adequate, relevant and not excessive
- Correct and up to date
- Kept only for as long as it is needed
- Processed in accordance with a person's rights
- Stored safely
- Transferred to another country only if that country has similar data protections principles.



The law allows access to the information held by some agencies.

To find out how, contact
Cambridgeshire County Council
Data Protection Officer
01223 699137

School: The Head Teacher

Health: Your GP

If you are unclear about any of the information in this leaflet, or have any questions, please contact the:

Information Sharing and OneVision
Cambridgeshire County Council
01480 355974
onevision@cambridgeshire.gov.uk

If you would like a further copy of this booklet, or a copy of the text on audio cassette, in Braille, large print or other languages, please call:
01480 355974



Information Sharing To support children & young people



Information for
parents & carers



Remembering that Every Child Matters

To support your child and family, many services need information on you and your child.

This information may be held on a computer and / or in paper files.

Personal information

Personal Information is information used to identify you or your child and includes:

- Name
- Date of birth
- Address and postcode

Sensitive information

Other information held on you and your child is known as Sensitive Information. This includes for example, ethnicity, religious beliefs, difficulties you and your child may be experiencing, details of agencies providing you with support and health, education and social care records.

Every Child Matters
Change For Children

Agencies working with you and your child will ...

Collect information to make sure they know what you will need and what have been provided.

Use the information to make decisions and choose the right type of support for you and your child.

Keep the information so you are not repeatedly asked the same questions, so there is a record of decision that have been made and to make plans for the future.

Dispose of the information when it is no longer needed and there is no longer a legal obligation to keep it.

Update the information to ensure that it is still accurate.

Let you see the information and comment on it.

Share the information with other services where this is appropriate and allowed to ensure that your child is safe and receives the most appropriate and effective service.

Sharing information helps the people supporting you and your child work together better and decide what they each need to do to help.

Information can be shared between services such as health, education, social services and youth services.

In most circumstances, the information held on you or your child by one service can only be shared **with your consent** – you will be asked to sign a consent form saying that you are in agreement for information to be shared. You can withhold or withdraw this consent at any time.

Without your consent – where there are concerns about the safety of a child or young person, the law allows information about them to be shared without consent (Children Act 1989). The Crime and Disorder Act 1998 also allows information to be shared without consent when there is a reason to believe that sharing it may prevent or detect a crime.

Information Sharing – For parents and carers