

## Data Security and Protection Policy

### General principles

Great Yarmouth & Gorleston Young Carers (GYGYC) complies fully with the General Data Protection Regulations (GDPR) May 2018 regarding the correct handling, usage, storage, retention and disposal of any information relating to an identified, or identifiable natural person (the data subject).

The information GYGYC holds on the young people and their families is requested to enable us to make an informed decision to ensure that our services will support and benefit the young person and that their families meet our criteria. The information is stored to enable us to build relationships with the family and the young people who attend the project and to understand the family environment.

- In general, all personal information will be treated as confidential and kept as required as stated in the GDPR
- Where it has been agreed with young people/vulnerable adult and parents'/guardians' information will be shared with relevant agencies and organisation's
- The welfare of the child and young adult is paramount. Confidential information may be disclosed to Children's Services or the Police if a child's / young person or vulnerable adult's health and welfare needs protecting, or when a crime has, or may be, committed
- In cases of medical or other sensitive information being held, members of the group will only be informed on the 'need to know' basis
- If a disclosure of abuse is made by a child, young person or vulnerable adult it is important for everyone to understand that they may not promise confidentiality
- A young person of 16 years or younger (if they can understand and make their own decisions) may give or refuse consent. If in doubt, seek professional or legal advice

## **Collection**

Great Yarmouth & Gorleston Young Carers project collect the information on individuals by a third party completing a referral form (available on request or on our website) which is signed by the third party, the parent/guardians and the young person to ensure their consent has been given to share the data with us.

When a young person is offered a place at GYGYC parents/guardian are asked to complete a consent form. This request for personal data including medical information and consent to take photographs, use and store them and consent to hold the personal and sensitive information GYGYC requires.

## **Storage and access**

Information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. This is available to those who wish to see their own data on request. We will also hold a copy of this data on encrypted secured database for a period of four years, one current and three for review and to maintain best practice which is stored as above and then destroyed in line with GDPR guidelines.

Prior to moving data e.g. taking the young people on a trip, will lead to the completion of a Data processing impact assessment (DPIA) which is part of the trip form and will need to be signed off by the data protection officer. The completed DPIA form are available on request. These forms will be stored and destroyed in line with GDPR guidelines.

## **Usage**

The data is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

When the staff team process the data and find errors within the data they need to inform the data protection officer who will contact the individual to correct any errors.

## **Retention**

Once a referral form has been processed and a place offered the form will be kept along with the consent form in an active file for 12 months. After 12 months the consent forms are replaced with updated versions and the old version is stored in a storage box marked and dated alongside the store book being completed with the information of the contents of the storage box and kept by OASIS Information Secured for three years. The referral form will be placed into the young person's file and kept for the duration the young person is working with GYGYC. When a case is closed the paper copies are stored and kept for three years and then destroyed along with the digital copy as our disposal section describes in line with GDPR guidelines.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, secure disposal will be undertaken by an accredited confidential waste disposal company.

We will not keep any photocopies or other images of data information (photographs) after the period of consent elapses. All digital copies of data are deleted after the four-year retention period.

## **Data breaches**

In the unlikely event of a data breach, this would be reported to the Data Protection Office and recorded on our data breach/near miss form. Where the breach is likely to result in a risk to the rights and freedoms of individuals the data protection office will reported to the Chair of the Board of Trustee, the individual and the Information Commissioner's Office (ICO) within 72 hours. This information will be correctly stored and kept for three years and then securely destroyed.

## **Data Protection officer**

Hayley Cook is the data protection officer for GYGYC and is contactable either by email [youngcarersproject@btconnect.com](mailto:youngcarersproject@btconnect.com) or 07925851849 or 01493 650056.

## **Senior Information Risk Owner (SIRO) and Caldicott Guardian**

Terry Macrowan is the SIRO and Caldicott Guardian and is contactable either by email [youngcarersproject@btconnect.com](mailto:youngcarersproject@btconnect.com) or 07925851849 or 01493 650056.