

## Data Protection Policy and Code of Practice (For Parents and Carers)

### About this Code

When your child joins CYL we ask you and them either online or on printed forms to give us information about you and them which helps us to help them. This is our code of practice on how we use the information we collect. It explains the procedures we follow and the standards you can expect from us. It explains also your rights and how you can get access to the information we hold about you and your child. Your rights and that of your child are protected by the Data Protection Act 1998 which came into force on 1 March 2000. This code of practice does not replace the law; it aims to show how we will comply with the law when we use the information that we collect.

### 2 What information do we collect and why

In order to explain why we ask for particular personal information, we shall go through each of the questions we ask and provide an accompanying explanation.

We ask you/your child to provide:

- **Their name;**
- **Your name as their parent or carer;**
- **Their permanent home address;**
- **A home or mobile telephone contact number;**
- **Whether they have any medical or allergic condition**

We need this information so that we know which ward or area your child lives in primarily for statistical information and so we can correspond or speak with you in connection with your involvement and that of your child in CYL so we can ensure that your child is safe whilst they are with us and we are kept aware of their medical needs and also in case there is an emergency.

- **Their school details**

We need this information as we hope to contact the school and try to obtain details from them as to the things they feel we can do to be the best help for your child for example helping them with spelling or reading. We hope you can help too in telling us how **you** feel we can best help your child. Your suggestions are important to us because you know your child better than anyone.

- **Their gender, ethnicity date of birth and which year they are in at school.**

We know that this is sensitive information. We only ask for these details so we can provide statistical for children CYL works with. We do not provide details of individuals, only overall numbers for particular ages, genders and ethnic groups. **YOU DO NOT** have to provide ethnicity information if you do not want to.

***We also keep a record of the mentoring sessions in which your child takes part. This records your child's name, the name of the mentor who works with your child and an outline of the things that happened during the session. We keep this record so we can try to focus on any particular interest or area of need and monitor and evaluate whether we are making a difference to your child. We also ask you and your child from time to time to complete evaluation forms so we can try to see whether and how we are making a difference.***

**Do we have any other uses for the information you have provided? How long are records kept?**

The information that you or your child supply will be held confidentially, securely and safely and will be retained for the rest of your child's involvement with **CYL** (and also after they have left **CYL** unless you wish us to destroy or permanently delete their records.) We retain their records after they have left **CYL** to enable us to carry out monitoring and statistical analysis e.g. age, disability, ethnic minority profiling etc. in order to help us comply with our Equal Opportunities policies and commitments and also to assess the overall impact of our Project. We may also wish to contact you or your child in the future to help us assess whether their involvement in the Project, the skills learned and the experiences gained were of a positive benefit and if so, in what way. As we have already said we also provide statistical information to our funders but **not** details relating to individuals.

**Your rights and how we protect them**

When it comes to the information we hold about you, your rights are set out clearly in the law. The Data Protection Act 1998 provides also that people who record and use personal data must be open about how it is used and that they must obey the 8 Data Protection Principles. We abide by those Principles and if you want **we can send you more information** about what the Principles say. If you want to know more about the Data Protection Act 1998, you should write to: The Information Commissioner,

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Or visit their website at: <http://www.dataprotection.gov.uk>