

## **This is the Privacy Notice for Children and Young People programmes delivered by Brathay Trust**

Brathay Trust Children & Young People department delivers community programmes and residential experiences to children, young people and families who voluntarily agree to work with us, including those under the age of 13 years. So that we can understand the needs of our participants, offer appropriate support and safe programmes, and know we are making a positive difference, Brathay staff will need to collect some personal information (data) from you/your family. For this reason, it is important we are clear about why we collect this information, what we do with it, how it is stored, who sees it and how long we keep it for.

### **Information about data protection, privacy and evaluation**

Brathay is registered under the Data Protection Act 2018. All information collected is treated in accordance with this Act. **For more details about privacy and your rights, please visit:**

<https://www.brathay.org.uk/policies/> where you will find our privacy policy and our data protection policy.

#### **What information will be collected for participants?**

- Personal information such as name, date of birth, address and specific needs participants may have
- If there are worries about the safety of participants, we will keep records of these concerns and the actions we have taken to support and reduce the harm that may be being experiencing.
- If a participant was involved in a health and safety incident when attending a Brathay session, we will record what happened on an incident form.
- Information that helps us to learn from what we do and improve our programmes, e.g., feedback from participants about their experiences and progress, feedback from parents or the referrer.
- For services we offer participants in the community:
  - ❖ We may hold an assessment and plan which will inform the type of support we offer you/your family.
  - ❖ Records of the sessions attended, including a summary of what happened and next steps.
  - ❖ Information shared with us by third parties, e.g., on a referral form. This may be information you, family members or other agencies working with participants, tell us.

#### **Who will see the information I have given?**

The participant information will be seen by those delivering and managing the Brathay programme being attended, and in some circumstances key administrators and those evaluating the programme. In some circumstances, we may decide it will be helpful to share information about a participant with others who are supporting or know you/your family. We will always talk to you/your family first and ensure you agree with this.

If you (the participant) share anything with us that means we are concerned that you or someone you talk about is at risk of harm or that a criminal incident has been committed, we will have a duty of care to pass this on to our Safeguarding Officer, the participant's parent(s) and the appropriate professional(s) outside

of Brathay. This may include the safeguarding hub, police, social workers, nursery staff and early help officers (this list includes examples but is not exhaustive).

### **How we securely protect, store and delete your data**

- Information shared will be stored in staff restricted central spaces within Brathay's IT systems. Access to this information is restricted to encrypted Brathay devices only.
- If you/your family are attending a Brathay community programme, the information shared will be stored on a secure cloud-based software system called Oasis Case Management, hosted by IT Works (Scotland). This software fully complies with current UK data protection and privacy legislation. All Brathay community programmes staff will be able to see the participant's name and date of birth on Oasis, but only those delivering and managing the Brathay programme being attended will be able to see the information in full.
- Limited paper records will be stored in locked cabinets in a secure office area.
- In usual circumstances, Brathay will securely destroy your personal data 6 years after completion of your involvement in the Brathay programme. The Brathay Personal Information Form will be destroyed a year after completion of your involvement in the programme/residential or refreshed if you are continuing on a community programme. Personal data held on community programme referral forms will be destroyed after a year if the participant does not go on to attend.
- We have procedures in place to deal with any suspected data security breach and will inform any applicable regulator of a suspected data breach where we are legally required to do so. We will always tell you too.

**Participants will not be identified in anything that is produced**, but we may want to include something you/your family have said in our reports to funders of the programme. This will be anonymous, no names will be used.

### **Participants have the right to**

- Know what personal information we keep and check it is accurate and request a copy
- To have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
- Check the information is accurate and change it if it is not.

Remember, taking part in this programme is voluntary and you can stop working with us at any point. We hope you would tell the Brathay member of staff about this. **Thank you**

### **Contact**

If you want to find out more, have any queries, or wish to exercise your rights, please email our Data Protection Officer on [data-protection@brathay.org.uk](mailto:data-protection@brathay.org.uk) or write to our Head of Children & Young People, CYP services, Brathay Hall, Ambleside, Cumbria, LA22 0HP.