



# Privacy Notice

**Version 1.0**

Effective date: May 2018  
Review date: May 2019

Issued by Dave Wraight  
YOT Manager



This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to work with you and to understand and plan the services you need.

Date of Issue: 01/05/18

## **About the Organisation**

West Berkshire Youth Offending Team is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Youth Offending Team  
Merchant House  
14-20 Oxford Road  
Newbury  
Berkshire  
RG14 1PA

ICO Registration Number: **Z5946113**  
<https://ico.org.uk/ESDWebPages/Entry/Z5946113>

## **The Data Protection Officer**

The Data Protection Officer for West Berkshire Youth Offending Team is:

**Dave Wraight**

Contact details can be found here: [www.westberks.gov.uk/yot](http://www.westberks.gov.uk/yot)

## **What data will we collect about you?**

We process information relating to the above reasons/purposes. This information may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- criminal proceedings, outcomes and sentences

- information about offences or alleged offences

### **What will we use your data for?**

We process personal information to enable us manage children and young people subject to an offending prevention programme as part of either a voluntary arrangement or a statutory order.

We process personal information about:

- children and young people we help
- parents of children we help
- witnesses, victims
- offenders and suspected offenders

### **Who will see your data?**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- the Youth Justice Board
- police forces
- local and central government
- ombudsmen and regulatory authorities
- healthcare, social and welfare advisers
- voluntary and charitable organisations
- family, associates and representatives of the person whose personal data we are processing

### **Your right to refuse**

We are legally processing your data under the requirements of the Crime and Disorder Act 1998 Section 115 and Section 14 of the Offender Management Act 2007. As such, there is no legal right to refuse processing as we are legitimately required to do so by UK law. There's more on your rights below (see "Your Rights").

### **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the Youth Offending Team will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data will be held on the Youth Offending Team's Case Management System (Childview) and will be protected using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

### **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF