

Your Data Your Rights

Your data is very precious and you have a right to expect that Barnardo's keep it secure and deal with it legally and fairly. This leaflet explains what data we record about you and why, what happens to it and how you can get a copy of your data.

The Data that Barnardo's records about you.

While Barnardo's is working with you we will record the following information;

- **Your name, address**, date of birth, your ethnicity, your gender, if you have a disability and, if you want to tell us, your sexual orientation.
- **Why we are working with you – which group you have been nominated for/or to?**
- **The work that we are doing with you- group data will be recorded with regards to attendance**

Why we keep a record about you.

- **currently Hampshire Healthy families only keeps your name, address and contact details to enable us to inform you of upcoming Henry groups, 5TT workshops or support to engage with the community.**

The main reasons that we keep a record of your data are;

- to help us decide how best we can help you
- to record how we have worked with you (**currently no case file recording**)
- To assess how successful we have been in helping you and to report this to the organisations that are funding the work we do.
- To meet relevant requirements of the law or regulatory bodies.

The people we might share your data with.

The people who may see your record are;

- Barnardo's staff involved in providing you with a service and their managers
- We may share your data with other people if we need to do so to keep you or your family safe or to help us work with you; your worker will explain exactly who these people will be.
- We may share your data with other people so that they can provide you with another service, with your agreement.

The legal reasons that let us keep a record about you and use your data.

We are able to keep a record because we need to in order to provide a service funded by a council or health authority or because we could not provide you with a service if we did not keep a record.

Sometimes a legal body such as a court might tell us to share your data or we decide to share it because we think that you might be harmed or harm someone else. If we can we will tell you that we are doing to do this.

If we want to share your data for other reasons we will explain why we want to do this and you are free to agree or not. If you do agree, you can change your mind at any time and we will stop sharing your data.

Who is legally responsible for looking after your data?

Barnardo's may be responsible for keeping your data safe and destroying it when it is no longer needed. Sometimes the organisation that pays for your service may be responsible for this. Your worker will explain who is responsible for your data.

What happens to my data when my service ends?

Barnardo's will keep your data safe and secure until we no longer need to know what service we provide you with and what work we did with you. This is usually six years, unless you have been in care or have been harmed by anyone whilst we are working with you. Your worker will explain exactly how long your data will be kept for.

Sometimes we have to give your data to the organisation that pays for your service. If someone else will provide you with a service after Barnardo's, we may give them you data. Your worker will explain if this will happen.

Can I see my data?

You can have a copy of the data Barnardo's hold about you. You should e mail or write to your worker and ask for your record and we will usually let you have a copy within a month. Sometimes you have to ask the organisation that pays for your service for a copy of your record; your worker will explain what to do if this applies to your record.

If you have stopped receiving a service from Barnardo's, you should contact the Data Protection Officer who will arrange for you to be given your record. Their details are below.

Who you contact if you have any questions or want to complain?

1. You can speak to your worker or contact the manager of your service.
Melissa.lewis@barnardos.org.uk or email our service inbox -Hampshire Healthy Families HHF@barnardos.org.uk

You can view Barnardo's Privacy Policy in full on the website:
www.barnardos.org.uk