

YOUR DATA, YOUR RIGHTS

Information about how Barnardo's processes your data



Completion of this document

The information in the yellow tinted boxes and italics indicates information that you need to add to or guidance on completion of this document. All of information in italics must be deleted before it is given to service users or carers.

Barnardo's respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with any data protection legislation currently in force. This leaflet is our Privacy Notice, is available on our website at www.barnardos.org.uk, explains how we use any personal information that you provide or which is provided to us by third parties.

This leaflet explains what data

Barnardo's PATHS® Programme for Schools

keeps about you and/or your family, what Barnardo's does with this data and your rights in relation to it.

The data Barnardo's records about you

Barnardo's holds personal information about you which may include your name, date of birth, address, gender, ethnicity, sexual identity and whether you have a disability. We will also record information about the service provided to you, including assessments, plans and reviews.

In addition

Barnardo's PATHS® Programme for Schools

records the following information

*Teacher and pupil surveys;
Training evaluation forms;
Feedback from parents, teachers, pupils and principals.*

Data that is shared from schools is anonymised before it is forwarded to Barnardo's and we do not hold identifiable personal data on school pupils.

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We record your data so that we can make sure our services meet your needs.

This information is used to improve the service and may be shared with funders, your child's school and is also used anonymously in reports or materials to describe the service.

This information will be used in broad statements such as;

- 89% of pupils stated that PATHS® has helped them understand their own emotions
- Teacher surveys highlight a 60% improvement in social and emotional competence

As your child is participating in the PATHS® Programme they may be asked to complete a survey, take part in a focus group or complete an evaluation form. Teachers will also be asked to randomly select a small number of children to complete surveys on. As before, this is anonymised at school level and before it is forwarded to Barnardo's.

If Barnardo's uses CCTV to keep children, young people and staff safe we comply with the Information Commissioner's Office CCTV Code of Practice.

What is the source of the data that we record about you?

Data comes from the child, teacher, parents, other school staff, and is captured via pupil evaluations of trainings, teacher pre and post surveys, survey monkeys for teachers, SLT and parents, evaluations of teacher, non-teaching staff, or parent training.

We do not hold identifiable data on pupils.

The reasons Barnardo's keeps a record of your data

The reasons why we keep a record of your data include;

- to help us decide how best we can help you;
- to record how we have worked with you;
- to assess how successful we have been in helping you and to report this to the organisations that are funding the work we do; and
- to meet relevant requirements of the law or regulatory bodies.

Under the General Data Protection Regulation (GDPR), and the UK's Data Protection Act 2018, we must have a legal reason to keep your data and process it. When Barnardo's provides you with a service, we will process your data under legitimate interest or public interest. We do this because we cannot provide a service to you without using your personal information.

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Who might Barnardo's share your data with?

In order to provide you with a service, Barnardo's may share your data with the following people who may see your record;

- Barnardo's staff involved in providing you with the service and their managers,
- Barnardo's research staff in order to measure the difference we are making and improve our services for children,
- Inspectors from within Barnardo's and external regulators who might look at your record to check we are providing a quality service and meeting our legal requirements,
- Representatives of the commissioner (such as a local authority or health authority) where Barnardo's is delivering a service on behalf of another organisation. They would do this to assure themselves – and you – that our work is proceeding as it should.

We share annual reports and case studies with commissioners and schools at the end of each school year.

All reports are anonymised and data is captured at school or locality level, rather than on individual pupils.

- Add information about research
- We may be required to share your data with other agencies for legal reasons, a court order for example, or with other organisations if we believe that you are at risk of harm or may harm someone else.
- There may be occasions when we will ask you for consent to use your data, for example; to help us inform the public about our work. If this is the case, we will explain to you exactly what your data will be used for. You can withdraw your consent at any time, and wherever possible, any of your data that has been used for publicity purposes will be deleted.

- If we want to share your data with anyone who is not included in this list, we will inform you and, unless we have the legal grounds to share the data, we will seek your consent.

Who is legally responsible for your data?

Barnardo's is the controller of this information and as such is legally accountable for keeping your data secure, acting within the law and ensuring your rights are maintained.

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What happens to your data when Barnardo's has stopped working with you?

Barnardo's will keep your data for a specified period of time once we have finished working with you, depending on the nature of the service and our legal obligations.

In accordance with programme funding requirements the surveys / feedback are held for 5 years and then securely deleted.

If Barnardo's uses CCTV to keep children, young people and staff safe we comply with the Information Commissioner's Office CCTV Code of Practice.

Your right to receive a copy of your data (Subject Access Request)

You are entitled to request a copy of the data that Barnardo's holds about you. This is available at no charge to you. Please ask your worker or make your request verbally or in writing to:

*Elaine Britton, Children's Services Manager
1C Beechill House
42 Beechill Road
Belfast, BT8 7RL
T: 028 9079 0133
E: paths@barnardos.org.uk*

You may also contact the Data Protection Officer, see details below. There is a form that you may use if you wish; your worker will provide you with a copy. It is also available on the Barnardo's website: www.barnardos.org.uk

We will endeavour to provide you with a copy of your data within a month. If for any reason this takes longer than one month, we will explain our reasons for the delay to you. If you have any concerns about the content of your record, you should contact the manager of the service you are working with or the Data Protection Officer, contact details below. We will correct any factual inaccuracies such as your date of birth or ethnicity. We will not usually change any record of actions and events, but your views about the content will be added to the record.

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Contact Us

If you would like more information about how your data is handled, to receive a copy of your data or make a complaint about the way Barnardo's is handling your data, please contact;

Christine Hall, Programme Coordinator

E: Christine.hall@barnardos.org.uk


Or

Data Protection Officer, at:

Barnardo's Head Office

Tanners Lane, Barkingside,

Ilford, Essex IG6 1QG

 020 8550 8822

 dpo@barnardos.org.uk

If you wish to lodge a complaint or seek advice from a supervisory authority please contact:

Information Commissioner


Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

 01625 545 745

 ico.org.uk

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