



YOUNG SOMERSET

Overarching Privacy Notice

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Young Somerset provides a range of services to the children, young people, and families of Somerset. In order to provide those services, we process your personal data. Personal information is any information which identifies and relates to a living person.

Contact Details:

Young Somerset
Unit 2 Suprema Industrial Estate, Edington, Bridgwater, TA7 9LF

Phone Number: 01278 722100

Email: admin@youngsomerset.org.uk

Charity number: 107063 and Company number 3363009

ICO Registration number: ZA075062

Data Protection Officer (DPO)

Vicky Thomas

This notice is overarching and provides general information about how Young Somerset processes data. Please refer to specific privacy notices for information about how the services you are engaged with collect, use and hold your data.

Purpose for Processing

We use your personal information to provide a service that you are receiving.

Our services are the

1. Provision of Targeted Youth Support through our Jigsaw, Umbrella and Off the Ward work.
2. Provision of [alternative learning](#) so young people can gain social wellbeing, economic and employability skills
3. Provision of Emotional [Wellbeing](#) and Mental Health Support

How and What We Collect

We collect information in a variety of ways including paper forms, web forms, in a face-to-face meeting with you, by telephone, email or letter, through the use of CCTV or sometimes from one of our partners. We also sometimes receive information about you from people you know, if they are concerned about you, or you have given them permission to represent you.

The information we collect will depend on the services delivered but may include:

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- employment and education details
- visual images, personal appearance, and behaviour
- student and pupil records
- case file information

We collect this information to:

- verify your identity for security purposes
- ensure the safety of children and young people
- deliver services and support to you or your family
- manage services we provide to you or your family
- investigate any worries or complaints you have about our services

For some services we may also require information that falls under the following special categories (sensitive information):

- racial or ethnic origin
- health
- sex life or sexual orientation

We will also use your data in a form where it does not identify you to:

- enable the development of a comprehensive picture of the services provided to service users
- train and manage the employment of our workers who deliver our services
- keep track of spending on services
- check the quality of services
- research and plan new services

Legal Basis for Processing

To process your personal data, we must have a lawful basis under Article 6 of the GDPR and under Article 9 if we are processing special category data.

Some of our services are required by law or we have a public duty to deliver them. In other cases, services may be non-statutory but available on request. This will affect the lawful basis on which we rely to process your personal data and that will be specified in the service privacy notices.

For the majority of the information, we process to provide you with a service is will be done under:

Article 6 Article 6(1)(c) provides a lawful basis for processing where:

Processing is necessary for compliance with a legal obligation this will include:

Processing personal data to comply with legal requirements

Compliance with a legal contract

Processing is necessary for the performance of a task carried out in the public interest.

And for special category data (if applicable)

- Article 9 Processing of Special Categories of Personal Data such as:

Personal data revealing racial or ethnic origin, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

This data will only be processed once individuals have given consent that such information can be processed.

The legislation to which our legal obligations and public tasks relate are:

- Data Sharing Code of Practice (ICO 2012)
- Data Protection Act 2018
- Keeping Children Safe in Education (2022)

Data Sharing

Young Somerset will share with Somerset County Council SCC, Integrated Care Board (ICB) and Child and Adolescent Mental Health Services (CAMHS) high level information about when a young child receives our service. This information is listed below:

- Child's name
- Child Date of Birth

- Parent Name
- Address
- Post code
- Referral criteria
- Start date of support
- End date of support
- Service supported
- Email address of Young Somerset Lead Professional

This sharing will enable Somerset County Council, ICB, CAMHS and other professionals to understand the support a young person is in receipt of and ensure that this is taken into account when providing their service.

Data Security

We have appropriate security measures in place to prevent personal information from being accidentally lost or misused. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are required to do so.

Your data will not be transferred abroad unless you are specifically informed at the point your data is collected.

Data Retention

We will keep your personal data for 6 years, in line with Young Somerset's retention schedule.

Your Rights

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act (DPA) you have a number of rights in relation to the data we hold about you. These include the right to ask for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if Your Somerset has no other legal obligation concerning that data. Further information about your rights can be found on <https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>

- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. However, a 'reasonable fee' for administrative

costs may be charged if the request is manifestly unfounded or excessive, or if an individual requests further copies of their data.

Please contact us by

- Email: admin@youngsomerset.org.uk
- Phone number 01278 722100
- Post: Unit 2 Suprema Estate, Edington TA7 9LF

if you wish to make a request.

You also have the right to complain to the regulator (The Information Commissioner) and details can be found at <https://ico.org.uk/make-a-complaint/>

In some case if you do not supply your information to us, we will not be able to provide you with the services we are obliged to provide by law or any supplementary service you have asked for.

<i>Signed on behalf of Board with delegated authority: Nik Harwood</i>	
Signature	Nik Harwood, CEO 
Date	29 th August 2024
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