

Below are the principles of data protection. These are enforceable by law.

1. Data must be fairly and lawfully processed
2. Data can only be processed for limited purpose
3. Data must be adequate, relevant and not excessive
4. Data must be accurate
5. Data must not be kept longer than necessary.
6. Data must be processed in accordance with the person's rights
7. Data must be kept securely
8. Data must not be transferred to a country without adequate reciprocal arrangements



Want to know more?

Corporate Information Manager

Chief Executive's Department
Civic Centre

Plymouth PL1 2AA

Tel: 01752 304067

Information Manager

Department for Children's Services

Civic Centre

Plymouth PL1 2AA

Tel: 01752 307501

National Health Service

All enquiries in writing to:

The Information Governance Team,
Plymouth Teaching Primary Care Trust,
Building One,
Plymouth PL6 5XP

Connexions - Devon and Cornwall

Freephone 0800 975511

Youth Offending Team

Floor 3 Midland House

Notte Street,

Plymouth PL1 2EJ

Tel: 01752 306999



*Issued on behalf of
Plymouth Children &
Young People's Trust*

Information sharing between professionals who work with children and young people



All organisations that provide services to children and young people store and record information. They also communicate with other professionals in other organisations who may also be involved with a child or hold information on them

In most cases we wish to share information with the consent of parents/carers. In some circumstances we have the duty to share information without consent and we would need to justify why we did not.

Information sharing must be done in a way that is compatible with the Data Protection Act and Common Law Duty Of Confidentiality.

It is important to note that confidentiality must never be used as a reason for withholding information when it would be in the child's best interest to share it.



What you need to know

What information is held by organisations?

- Organisations hold information such as: Name, gender, date of birth, address, details of parents/carers, religion, ethnicity, household and significant people/family members and language spoken. Organisations will also keep records of how they assessed your child's needs and details of the service provided.

How long is the information kept?

- Information will not be kept for longer than is necessary; however in some cases organisations are required by law to keep information for specified periods.



Can I see what information is held on me?

- Under the Data Protection Act 1998, you are entitled to know what information is held on you and for what purpose. You are also entitled to have access to that information by applying to the holding organisation. There may be a fee payable.

Can I see what information is held on my child(ren)?

- You have the rights about information held on you and how it is used. If you hold parental responsibility for a child you may have rights about the information held on them.

