



Use of data by Salus School Based Youth Services

What information do we require?

We have requested information from you about the pupils in your school that will participate in the Salus School Based Youth Service.

The pupil information we require is:

- Name
- Date of birth
- Address
- Parent name
- Parent phone number

Why do we need this?

Emergency contact details are required for pupils who participate in the service. The information provided will be used by staff if required in the event of an emergency during the period of delivery. The information you provide will be used to provide staff with emergency contact details for use (if required) during the period of delivery.

The information you provide, and any information recorded during the period of the service, will be used for monitoring and evaluation purposes by Salus and the service commissioner, Kent County Council (KCC).

The information will also be used to produce statistical data to inform the future provision of services.

Where will we store it?

Salus is registered with the Information Commissioners Office (ICO), and it is a requirement of all Salus staff to ensure that sensitive and personal data is recorded appropriately and stored securely.

All sensitive or personal information will be stored confidentially and in accordance with the principles of Data Protection. It will not be passed to organisations outside of Salus or KCC without explicit consent, unless it relates to a safeguarding matter or we are otherwise legally required to do so.

The spreadsheet that you have completed will be stored until the child's 25th birthday or when services have not been accessed for one year (whichever is sooner). At this point the record will be made inactive and the form destroyed.

The information supplied will also be held on the secure KCC Early Help eStart Database. KCC are also registered with the ICO and store information in accordance with the principles of Data Protection – please see below.

Who we will share it with?

This information will be shared with KCC through the secure KCC Early Help eStart database.

This information will only be shared in accordance with the Data Protection Act 1998 and The Children's Act 2004 Information Database (England) Regulations 2007. Further information on Data Protection can be found on www.kent.gov.uk or www.ico.gov.uk

What are your responsibilities?

As a school, you are a data controller. You should satisfy yourself that you have complied with the 8 principles of the Data Protection Act in lawfully and fairly sharing this data.

By returning the spreadsheet, you are consenting to the use of data as outlined in this document.

Who can I contact for more information?

If you would like any further information, please contact Peter Heckel on 07725595719 or info@salusgroup.org.uk