CHILD FRIENDLY PRIVACY NOTICE

Children and Families, and Justice, Social Work – Young Unpaid Carers

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Child Friendly Privacy Notice about the information we collect about you as a Young Unpaid Carer. A more detailed version of this Privacy notice is online here: www.moray.gov.uk/PrivacyNotices. Quarriers Carer Support Service (Moray) help us with the Unpaid Carers service and will collect information from you on our behalf.

Who we are

We are Moray Council, and we offer lots of services to people who live in Moray. We help your school to function; make sure you have a library service and provide care for people who need it.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Some types of information we need to be extra careful with; like information known as 'special category data'. Special category data could be something like information about your health, or what religion you are.

Why we are collecting your personal data

Personal data will be collected from you when you contact us, or Quarriers about being an Unpaid Carer. Quarriers will help you to fill in a registration form. The form will ask for your details including contact details, information about your caring role and about the person, or people, you care for.

Young Carers Statement (YCS)

When you have registered as a Young Unpaid Carer, you will be offered and helped to put in place a support plan, called a Young Carers Statement (YCS). A YCS is a plan that helps you to think about how caring affects your life and helps us to make sure that we have the right support in place for you and the person you care for. You don't have to have a YCS if you don't want one. If you would like one, the Council's Social Work Service and your school, if you would like, can help you to fill in the YCS form. This will involve asking lots of questions about you, how caring affects you, your likes and dislikes, and, how you help the person you look after.

The Social Work Service may meet with you regularly to make sure your YCS is kept up to date and that we've got the correct supports in place to help you in your caring role.

Under the Carers (Scotland) Act 2016, we must make sure that we are involving Unpaid Carers and their representatives in the services we provide to you. So that we can do this, we, or Quarriers on our behalf, will contact you using the details you have provided so that we can let you know about any Unpaid Carer updates or information that could assist you in your unpaid carer role, and collect feedback to ensure the service is working for you.

Personal data about you that we collect from other people

We (the Council), or Quarriers might collect information about you from someone else, such as your doctor or someone at your school if they have made a referral about you to Quarriers (as Quarriers collect this information for us).

Personal data you give us about other people

To complete your registration form and YCS, you may be asked to provide personal information about other people, such as your parent/carer's contact details, information about the person(s) you care for and who you live with. If you can, please tell them that you have talked about them with Quarriers.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task and legal obligations. We have a duty under the Social Work (Scotland) Act 1968 to carry out needs assessments for people we think may need care services, and we have a general duty to promote social welfare by providing advice, guidance, and assistance. We also have a duty under the Carers (Scotland) Act 2016 to provide an Unpaid Carers Service.

When we collect data called 'special category data', that relates to you, we do this as we need the information to provide health or social care support, or, to manage health or social care systems and services.

Who we share this personal data with

Your information will be shared with Quarriers, who we pay to help us with the Unpaid Carers Service. We make sure that they process your personal data correctly through our contract with them. More information about Quarriers, including their Privacy Policy, is available on their website here: https://carers.quarriers.org.uk/privacy-policy/.
We will share your information with your school when you have asked us to, and if your school has helped you to complete a part of your YCS.

We also share information about Unpaid Carers with Public Health Scotland, and, with the Scottish Government every year in the Carers Census.

To do our work and to provide support and care to you, sometimes we may have to share your personal data, for example with other services in the Council (like your school, social work etc), your family, Police (Police Scotland) and/or your doctors (NHS Grampian). We are careful about how we do this and always follow the rules.

How long we keep your personal data

We only keep it for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of information: www.moray.gov.uk/RetentionSchedules

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commissioner's Office or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules and your personal data is properly looked after. You can phone them, write to them or contact them on their website:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/