



Youth in Mind

Privacy Notice for Children and Young People

Youth in Mind is a partnership of organisations supporting children and young people with their mental and emotional wellbeing in Bradford District and Craven. As providers of mental health services, we are required to process personal information about the people we support and, sometimes, their family and friends. “Processing” means collecting, recording, organising, storing, sharing or destroying information. In this privacy notice we explain the types of information we process, what we do with it and your rights.

Who we are

The Youth in Mind partners are All Star Entertainment, Barnardo’s, Bradford District Care NHS Foundation Trust, Bradford Metropolitan District Council, Brathay Trust, Carer’s Resource, Creative Support Ltd., HALE, Inspired Neighbourhoods, Mind in Bradford, MYMUP Digital, North Yorkshire Youth, Roshni Ghar, Sharing Voices Bradford and Step 2 Young People’s Health.

Why we process your information

We process your information because, as providers of mental health services, we have a legitimate interest under the Data Protection Act (2018). This means we only collect information about you that we need to know in order to provide and improve our services, promote your welfare and safeguard you from harm.

What information we process

We need to process certain information about you so we can provide a high-quality and safe service. We may process the following types of information:

- your name, date of birth, contact information and NHS number
- your parent/legal guardian’s name and contact information
- details of your school, doctors and other services/professionals involved in your life
- details of your mental and physical health, including disabilities
- the areas of your life you want support with, e.g. goals, needs and strengths
- information about risk, risk management plans and relevant criminal offences
- your gender identity, ethnicity and sexual orientation

How we collect information

We collect information from you and other people involved in your life or care via face to face contact, phone, video conferencing, email, our website and the post. We may also collect information from things you create and share with us, such as videos, stories/poems and artwork.

How long we keep your information

We are legally required to keep your information for a set period of time. Your information will be securely destroyed at the appropriate time; we will not keep it for longer than is required or permitted by law.

Sharing your information

Sometimes we may need to share your information with other trusted people involved in your life or care. We will only do this if it is absolutely necessary. Examples of trusted people we may need to share your information with are health workers, social workers, youth workers, your parents, the police or your school.

We will always seek your permission before sharing your information, and we will not share against your wishes unless we are worried about your safety, or the safety of someone else.

How we keep your information safe

Your information is held securely in paper and digital formats. Most of the time we will record and store your information on "MYMUP", a secure, digital platform used by all Youth in Mind partners, that can only be accessed by Youth in Mind staff.

Sometimes we may need to record information about you outside of MYMUP, for example, to record an accident, incident, complaint or safeguarding concern or disclosure. In these circumstances each Youth in Mind partner will use their own organisations' secure system.

Your rights

You have the right to ask us to correct any information we have about you which is inaccurate or incomplete.

You have the right to request a copy of the information we have about you. Please speak to a member of staff if you want a copy of your information, or email us at dpo@youth-in-mind.org.

You have the right to ask us to delete any of your information which is no longer needed for the purpose we collected it. We will delete it unless we have a legal duty to retain it. We will tell you if this is the case.

You have the right to log a complaint with the *Information Commissioner's Office* if you have any concerns about how we are using your information. You can do this via their website, <https://ico.org.uk/concerns/> or by calling their helpline 0303 123 1113.

Questions? Get in touch!

If you have any questions about this privacy notice, or if you would like more details about how each Youth in Mind partner processes your information please speak with a member of staff or send us an email at info@youth-in-mind.org.