



Youth in Mind

Privacy Notice for Parents / Legal Guardians

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 data about the people we support, their parents/legal guardians, and sometimes, other relatives or friends. “Processing” means collecting, recording, organising, storing, sharing or destroying data.

This privacy notice is about the data we collect and process about you, in relation to a child or young person for whom you have parental responsibility (referred to as “your child” for the purposes of this notice). Your child has their own privacy notice which details how we meet our legal obligations to them.

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 data

We process your data because, as providers of mental health services, we have a legitimate interest under the Data Protection Act (2018). As such, we only collect data about you and your child that we need to know to provide and improve our services, promote your child’s welfare safeguard them from harm.

What data we process

We need to process certain data about you so we can provide a high-quality and safe service to your child. The data we process about you includes:

- your name, address and other contact data
- other relevant data about you shared by your child or other third party involved in their life or care

How we collect data

We collect data from you, your child and other people involved in your child’s life or care via face to face contact, phone, video conferencing, email, our website and the post.

How long we keep your data

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

Sharing your data

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

Data about you is only ever shared when it is in your child's interests as a young person for whom we have a duty of care, or if it is in the public interest. We only share data where legislation allows us to do so. You have the right to know which other organisations we share your data with and the reasons for doing so. We will always seek your permission before sharing your data, and we will not share against your wishes unless we are worried about your safety, your child's safety, or the safety of someone else.

How we keep your data safe

Your data is held securely in paper and digital formats. Most of the time we will record and store your data 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 your data 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. Please ask a member of staff if you would like more information about the systems used to process data in these circumstances.

Your rights

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

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

You have the right to ask us to delete any of your data 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 *Data Commissioner's Office* if you have any concerns about how we are using your data. 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 or your child's data please speak with a member of staff or send us an email at info@youth-in-mind.org.