



FAIR PROCESSING PRIVACY NOTICE

The Reparative Care Team collect, hold and process personal information about children, young people and families who access our service so that therapeutic needs may be appropriately supported. Your privacy is important to us and we are committed to handling your personal data securely and in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 and associated Regulations.

1. The Data Protection Law

The Reparative Care Team acknowledges the obligations as per the data protection law, which provides a number of requirements in terms of processing activities involving personal data. It further acknowledges the general principles of processing as well as the rights of a data subject and more information in relation to these provisions are provided within this fair processing notice.

2. The Principles of Processing

a. Lawfulness, fairness and transparency

Personal data must be processed lawfully, fairly and in a transparent manner.

All personal information is held and processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 and associated Regulations. Anyone working within the Reparative Care Team will only use information in accordance with their duties. Information held by the Reparative Care Team may be shared with other organisations where this is necessary for a Health and Social Care purpose and ensuring the best outcomes are achieved regarding service interventions.

The Reparative Care Team keep records about our involvement with a child or young person accessing our therapeutic services and these help ensure that you receive the best possible service from us. Special Category data is also collected at times and this relates to personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, criminal convictions and offences, genetic or biometric data for the purpose of uniquely identifying an individual, data concerning health or sexual

orientation; These records held within or accessed by the Reparative Care Team may include the following:

- Basic information about you, such as name, address, date of birth
- Contacts we have had with you and or your child during consultations and visits
- Notes and reports about any therapeutic interventions required in respect of your child.
- Relevant information from our health, education and social care professionals to support therapeutic interventions provided within the Reparative Care Team

b. Purpose limitation

Purpose limitation

Personal data must not be collected except for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

The Reparative Care Team is committed to ensuring personal data is only collected for a specific, explicit and legitimate purpose and, once collected, must not be further processed in a manner incompatible with the purpose for which it was collected.

The personal data will not be transferred to a recipient in an authorised or an unauthorised jurisdiction (as per the definition within data protection law).

Our systems hold:

- Information that you provide us on forms, over the phone or in face to face meetings such as assessments, consultations and visits
- Copies of referral forms, assessment of support needs, contact records from visits, Data and information from other people which relates to you which supports the Reparative Care Team in providing the most appropriate therapeutic interventions to you and your family

c. Minimisation

Personal data processed must be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.

The Reparative Care Team maintains that it will only process the personal data which is detailed in section 2a, and will not process any further personal data that is not necessary in relation to the original reason for processing personal data as specified in section 2a, unless the controller is required to do so by law.

d. Accuracy

Personal data processed must be accurate, kept up-to-date (where applicable) and reasonable steps must be taken to ensure that personal data that is inaccurate is erased or corrected without delay.

The Reparative Care Team will ensure that all personal data it holds is accurate and kept up-to-date, and any personal data that is inaccurate will be erased or corrected without delay.

e. Storage limitation

Personal data must not be kept in a form that permits identification of a data subject for any longer than is necessary for the purpose for which it is processed.

The Reparative Care Team will ensure that all personal data it holds is only held for as long as is necessary and maintains a policy that includes the rationale for the length of time for which data is held.

f. Integrity and Confidentiality

Personal data must be processed in a manner that ensures its appropriate security, including protecting it against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data for Reparative Care Team purposes is held in paper records and computerised storage systems and the data base is secure whereby access is restricted to only those professionals directly involved.

g. Accountability

The contact details of the controller are as follows:

The Children & Family Community Services

Tel: 01481 256923

Email: C&FCSinformationRequests@gov.gg

Data Protection Officer, the Committee for Health and Social Care

Tel: Claire Mahy

Email: data.protection@gov.gg

To view HSCs full Fair Processing Notice, please visit <https://gov.gg/hscprivacy>. A printed copy is available upon request.