

Safeguarding our Support Sessions: Consent to Sharing Information

It is the responsibility of all agencies that are making enquiries and/ or making referrals about children/young people to inform the parents/carers or those with parental responsibility that they are making a referral to services where it is appropriate to do so. Please consider this information in conjunction with Calderdale Council's Privacy Policy.

Use of personal information

If you would welcome support for your family, then we need your agreement for agencies to coordinate any support you may need through sharing information about your family with them. This could include the following agencies: Children's Specialist Services, Schools, Police, Multi Agency Screening Team, National Probation Service, Youth Offending Team, Department of Work and Pensions (including contracted work programme providers), Mental Health Services, Early Help and Health Services.

We collect and process personal and sensitive information in accordance with the General Data Protection Regulation. This information may include details about you/your children's health including NHS Numbers, education and UPN Numbers, welfare and development, home or family circumstances.

We use this information:

- To help us work with you to provide an effective service
- To help us improve services through research and planning

In some cases, information may be shared between agencies without consent; for example, where sharing information might prevent a crime or safeguard the welfare of a child or young person.

In these circumstances, we will discuss this matter with you unless we believe this may result in further harm to the child or young person.

Particular instances for sharing information without consent could include:

- If it is believed that a child's/adult's safety or welfare is at immediate risk
- Where it is required to do so by law because of a criminal activity /drug trafficking offences
- Should you or your child fall ill during contact with the service and relevant information needs to be given to a medical professional

Confidentiality

All of the charity's 1:1 work with children and young people is confidential. The only time that we may break confidentiality is:

- If our staff/volunteers are worried about your child/young person's safety, or someone else's safety.
- If I am given permission by them to share and I feel it is appropriate to do so.
- If at any point during our working arrangement I felt that they were in need of emergency support I would the emergency services first and you (parent/carer) second.

We will review our work together regularly, working towards a mutually agreed planned ending. We make brief notes after sessions, these are securely kept. Notes remain the property of Invictus Wellbeing but young people can view them by request (in accordance with data protection guidelines).

Consent for information storage and information sharing

I have understood the reasons where my information may be shared and I give my permission for Invictus Wellbeing to obtain and share personal and/or sensitive information about me and my family for the purposes set out above.

My explicit consent is freely given, fully informed and I understand that it can be withdrawn at any time. I have been given the opportunity to ask any questions in relation to Invictus Wellbeing's Information Sharing/Consent Policy. I have the right of access to personal information held about me and my children by putting a request in writing.

This completed form will be retained by Invictus Wellbeing. Information will be stored on a secure electronic system and shared with other organisations as appropriate, and only communicated by secure means. It will be destroyed in accordance with data protection principles and Invictus Wellbeing's retention policy.

Read our full [Privacy Notice](#).

If you are the Parent/Carer you are also giving your permission to share personal information about young people (under 16) in your care.

<p>Signed</p> <p>Date Print</p>
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