

Privacy Statement for Staying Close

In order to provide you with support, we are going to ask for and keep information about you which will help us know who you are, what's happening in your life, and how you feel. This is called Personal Data. The Law states that when an organisation asks for information about you, you should be told how it will be used. This is why we are giving you this statement.

Your life skills worker works for St Christopher's Fellowship. St Christopher's is a charity and our address is: 1 Putney High Street; London; SW15 1SZ; Email: info@stchris.org.uk; Telephone : 0208 780 7800.

The Company Secretary is our data protection officer and their email is dataprotection@stchris.org.uk. They ensure we keep your information safely and we don't give it to anyone who shouldn't see it. If you have questions about how we use your information, please ask them or your life skills worker.

Information will be shared with the Department for Education, but this will be anonymised before it is shared, which means no one will be able to identify you.

What information do we keep about you

We will only ask you for information if we really need it. In order to run our Staying Close service, we will ask for, use and keep the following information about you:

- Your name, age, gender and the local authority responsible for you
- What's happening in your life, including information on where you live and your education or work, and your aspirations for the future
- How you feel, the support we are giving you and what future support you might want.

The law states that some information is more private and we need to keep it more safely. This is called "Special Category Information." We may keep Special Category information about your ethnicity, politics, any disability, sexual health; sexual orientation and health. We may also keep information about any criminal activities you have been involved in.

How we get your information

Most of the information we keep will come from either the records your home keeps about you or from what you choose to tell us. On rare occasions we may ask for information about you from your social worker or personal advisor.

What we do with the information

Your information is used to:

- Provide you with support and help you get support from other organisations;
- See if our support is helping you and report on this;
- Tell organisations that need to know or can help if you don't feel safe;
- Keep you or someone else safe or prevent a crime;
- Collect statistical data to report to our partners and raise further awareness of St Christopher's and the work we do

Who we share information with

We will usually not share your information with anyone outside of St Christopher's. Occasionally we may share your information with your local authority or the people looking after you, but we will only do this if you are happy for us to do this or we think there's a very good reason for us to do so.

Why we are allowed to use your information

The Law says we can use your information because we need to use it to provide the service. This is called a **Legitimate Interest**. This is our main reason for using your information. But we cannot use your information if it would hurt your rights and freedoms.

We may also use your information if:

- **You have said we can (Your Consent)** – But you can ask us to stop at any time if you change your mind.
- **We have to by law (legal obligation)** – We may need to share your details in order to keep you safe.
- **To save someone's life (Vital Interest)**

When we keep more private information (Special Category data) we need a second reason to use it. We are allowed to use this type of information because:

- You have given us your explicit consent
- We have a reason which is substantially in the public interest;
- It will save someone's life;
- You have already made your personal information public
- We need to bring or defend legal claims;

How long will we keep your information

Your information will be kept for a total of 20 years from the first time you talk to us. This is because we have a legal obligation to retain the information for 15 years, and we will keep for it an additional 5 years to account for the time you are likely to stay in regular contact with us.

How we keep your information safe

Your information will be filed and kept safely on our computer system. Access is password protected and limited to the staff at the home where you lived, our Staying Close team, and selected other staff who need it to carry out their duties.

If we need to give your information to another organisation, passwords and encryptions will be used. When we no longer need your information it will be deleted or changed so no one can know who you are. All our staff receive training about how to keep your data safe.

Your rights

The Law gives you rights about the information we hold about you.

You can see what information we keep about you (Right of Access) –You can ask for a copy of the information we keep about you. This is called a Subject Access Request.

Ask for mistakes to be put right (Right of Rectification) -If the information we keep about you is wrong, you can ask for it to be changed.

Ask for your information to be deleted (Right of Erasure) – You can ask for all the information we hold about you to be deleted. We cannot always do this but if we can't we will tell you why.

Ask us to stop using your information but still keep it (Right of Restriction on processing) – We cannot always do this but if we can't we will tell you why.

Ask us to stop using your information (Right to Object) – If you have a specific reason why you do not want us to process your data you can object. If we want to continue to use your data we will need to explain why it is necessary and show that our reason does not override your rights. We can also continue to use it defend ourselves.

Your life skills worker can help you if you would like to see your data or ask us to use your information differently. There is no cost and we need to do what you want or explain why we cannot within 30 days.

Where your data is held

Your information will only be kept in the UK.

Changes to this Privacy Notice

If we change this privacy statement, we will give you the new one.

For more information

There is lots more information about data protection and your rights on the web. Try here first: <https://ico.org.uk/for-the-public/> or write to the ICO; Wycliffe House; Water Lane; Wilmslow; Cheshire; SK9 5AF. The ICO can also help if you don't like how we have used your data.