

## Information Sharing in Brighton and Hove Children and Young People's Trust: what you need to know

### Why do we need to share information?

Services for children and young people in Brighton and Hove are managed by a number of organisations. You may be in touch with the Children and Young People's Trust (CYPT) through a number of services, including the following:

- Social services
- Early Years (nurseries; children's centres and playgroups)
- Integrated Youth Support Services (including Connexions PLUS)
- Schools, colleges and education support services (including educational welfare and educational psychology services)
- Health Visitors or school nurses
- Youth Offending Team (YOT)

Or you may be working with one of their partner organisations:

- Other health services including midwives or mental health services for children and young people
- Police
- Housing
- Community safety
- Voluntary organisations

All the people working in these agencies want to provide you with the best possible service. Once you start to work with them they will begin to keep personal information about you and from time to time they will need to share that information with other agencies to ensure you get the right help to meet your child or family's needs.

Since the introduction of the CYPT many professionals share offices and work together in teams. This is called integrated working and we believe it is the best way to provide services to children, young people and their families.

Sharing information between authorities and agencies is covered by the Data Protection Act 1998 and other government legislation. The professionals that come into contact with you will be skilled in managing information and keeping you and your family's personal data safe and confidential. They will only keep information relevant to your needs, and will only share it when they judge it to be in your child's interest to do so.

In order to provide you with the best advice and support we need to ask for your consent to share personal information with other professionals as and when necessary. You should be reassured this will be on a 'need to know basis' and only for the purposes of meeting you or your child's needs or sometimes for planning services for the future. Sharing relevant information may save you time having to repeat your personal details to someone else. Personal information will include basic details about you and where you live and work. It may also include more sensitive data relevant to the help you are receiving. If you are unhappy about certain information being shared you need to talk to us about your concerns.

### **Informed consent**

"Informed" consent means that, when you give your consent, you do so in the fullest understanding of what personal information will be kept, and what will be done with it. This could mean, for example; where it will be kept, who will see it, or how long it is kept for.

Because we want to work in partnership with you, we will try to keep you informed of the work we do on your behalf and where possible, we will tell you who we are sharing information with and why.

We will understand if you do not wish to give your consent to sharing information with other agencies but it may limit the amount of help we can give you.

There are a few occasions when we do not need to ask for your consent. Specifically, these are times when we believe a child or adult is at risk of harm or where we believe a crime may have been committed.

### **Can you see the records we keep about you?**

Yes, you can ask to see both your paper or computer (electronic) records if you wish. You will need to put your request in writing and you will need to allow 28 days so that the records can be prepared. For further information see the leaflet "Access to your records".

*Copies of this and other leaflets are available in Braille; audio tape, large print and can be translated into your own language. Please contact ....on 01273 .....or email.....*