

Consent Form

I agree that sensitive information can be recorded and shared about me – but I do not want it shared with the following organisations or people.

I understand that I can change my mind about this in the future and will need to sign another agreement to do so.

I also understand that my adviser/worker may be required by law to share information about me with some of the organisations or people listed above if it puts me or anyone else at risk or a crime has been committed.

Name	Signed
Date of Birth	Date
Address	
	Postcode
Telephone	Mobile
Adviser / worker* Name	
Signed	

*If verbal consent is obtained, the adviser/worker must record details including date/time on the relevant database (eg Aspire).



Information Sharing in the Brighton & Hove Children and Young People's Trust (CYPT)

what young people need to know

Translation? Tick this box and take to any council office.

- ترجمة؟ ضع علامة في المربع وخذها إلى مكتب البلدية. Arabic
- অনুবাদ? বক্সে টিক চিহ্ন দিয়ে কাউন্সিল অফিসে নিয়ে যান। Bengali
- 翻交册? 在本册表格内划勾, 并带到任何市政局的办事处。 Cantonese
- ترجمة لطفاً این مربع را علامتگذاری نموده و آن را به هر یک از اتاق شهرداری بفرستید. Farsi
- Traduction? Veuillez cocher la case et apporter au council. French
- 翻交册? 在本册表格内划勾, 并带到任何市政局的办事处。 Mandarin
- Тлумаченіе? Zaznacz to okienko i zwróć do któregokolwiek biura samorządu lokalnego (council office). Polish
- Tradução? Coloque um visto na quadriculada e leve a uma qualquer repartição de poder local (council office). Portuguese
- Тәрҗүмәсі җин кәрәҗи җәрәтләрҗинз вә бир сәнт бәледҗе бӯросунә вериниз Turkish
- other (please state)

This can also be made available in large print, Braille or on audio tape

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Who are we?

We provide information, guidance and support on a variety of issues for all young people in Brighton & Hove, but especially for those who need extra help with any problems in their lives.

You may be in touch with us through a number of services, such as:

- Community Health staff, such as School Nurses or Health Visitors
- Integrated Youth Support Services (including Connexions PLUS)
- Schools, colleges and education support services
- Social Care services
- Youth Offending Service (YOS)

Or you may be working with one of our partner organisations including:

- Community Safety
- Housing
- Police
- Voluntary organisations

Why do we need information?

So that we can give you the help you need to reach your full potential, we need to know as much about you as we can. We also need to collect information because it helps us to plan and develop the right services for you and all young people in the city.

What information do we record?

We keep:

- **Basic Information – which includes your name, address, date of birth**
- **Sensitive Information – which includes extra personal details like your ethnic origin, religion, sexuality, health or any other personal issues you want to tell us.**

To record your sensitive information we need your 'Informed Consent' - this means that you understand exactly what personal information will be kept and what will be done with it, and that you give your permission for this to happen.

Where do we keep your information?

Once you start to work with one of our services, we will begin to

keep your personal information in paper records and on our computer systems. These are very secure systems that can only be accessed by certain people – that is those people who need to know about you to help you.

Why do we need to share information?

To make sure that you get the help you need, it may be necessary to share your information with other organisations. When we do this, it will always be on a 'need to know' basis and only for the purposes of helping you, or helping us to plan services for all young people in the future. It also means that you don't have to keep telling different people your story over and over again.

You can choose what information we share about you and who we share it with. Talk to the person who is working with you (eg your personal adviser or youth worker) to help you decide about this.

We will always try to keep you informed of the work we do on your behalf and who we have shared your information with and why.

It's up to you...

We will understand if you don't want to give your consent to your information being shared with other agencies but it is important

that you understand that this may limit the amount of help we can give you.

Very rarely, we may be required by law to share information about you without your consent specifically when we believe that you or someone else is at risk of harm or where we believe a crime may have been committed. We will always try to tell you when we have to do this.

Can you see the records we keep about you?

Yes, you can ask to see both your paper or computer (electronic) records if you want to. You will need to put your request in writing and allow sufficient time so that your records can be prepared. For further information about Data Protection, please speak to your worker.

Our promise to young people

We promise that we will only discuss your information with another member of staff if we need to. This could be if we need support or advice from colleagues or if we have concerns about yours or another's safety.

Please remember, we only keep and share your information if it is going to help YOU.



“When we share information, it will always be on a ‘need to know’ basis and only for the purposes of helping you, or helping us to plan services for all young people in the future”

