

Privacy notice for Vinney Green Secure Unit

How we look after the information we have about you

Who are we?

We are the Vinney Green Secure Children's Home, located in Emersons Green, South Gloucestershire. We provide a secure environment that provides care, protection and education for you during you stay with us.

Why we keep personal information about you?

We aim to give you the best possible care. To do this we must keep records about you and the care and services we offer you.

What information do we keep about you?

The information we hold may include your name, where you normally live and your closest living relative, relatives, or carer. The times that we have cared for you and the services that we have provided for you.

This includes information about you, your health and wellbeing, your education, the reasons why you have been referred to us by the Youth Custody Service and any other relevant information needed by us to provide the services to you require.

How do we collect information about you?

Information you tell us and information from others, such as your family, social worker or the youth custody service tell us. We also hold information from other organisations such as your school or your doctor if they tell us.

We use this to provide our care or services to you.

How do we use your information?

We securely hold information about you so that we can deliver our care and services including health, education, social and residential care.

Who do we share your information with?

Sometimes we have to share information we have about you.

For example:

- The Police have asked for information to investigate a serious crime
- The courts has asked for information
- When our services are inspected
- To your social worker to help with your future care and support
- Sometimes we may need to share your information if you are at risk of harm to yourself or to others.
- When you take part in other services we provide for you.

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How long do we keep your information for?

We keep your information as long as it is needed to help you, or for as long as the law needs us to.

Who can you see your information?

Your information is only seen by people who work for us such as a residential care workers, social workers, teachers and the Youth Custody Service.

Your Rights

- We only keep information about you that we really need
- We do not share it unless we have to
- The law gives you the right to know what information we hold about you and to have a copy of this information
- There are some other rights you have such as, having incorrect information about you corrected.

For more information visit

www.southglos.gov.uk/privacy

If you want to talk to us about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.