

Consent to Share Information

The Early Help Partnership is made up of a range of agencies (see over the page) that aim to work together to support you in the very best way we can. To do this effectively, we need to share information we hold about you and your family between us. This ensures that everyone is up-to-date and saves you from having to repeat yourself.

Your information will be held on a computer system called EHM to which members of the partnerships will have access. You can ask us to remove access at any time from any specific person, group of people, or indeed everyone (i.e. close your Early Help intervention).

Anyone accessing your information will have signed agreements to keep your information strictly confidential and will be bound under our Data Sharing Agreement. You have the right to see what information is being kept about you.

The partnership may also use your information for statistical analysis to aid service development and to meet government criteria. Where we use your data in this manner, it will not include any identifying information.

COMPOSITION OF THE EARLY HELP PARTNERSHIP

Some examples of the agencies involved include (this is not intended to be an exhaustive list);

- Your GP
- Adult Social Care
- Children's Social Care
- Other council services
- Housing Providers
- Probation Services
- Job Centre Plus
- Police
- Specialist Health Services
- Families First and Intensive Support (FFIS)
- Child and Adolescent Mental Health Services
- Community and Inpatient Mental Health
- Education or Education Establishments
- Dept of Work and Pensions
- Domestic Violence Services
- Drug and Alcohol Services
- Youth Offending Services

INFORMATION SHARING NOTICE

The London Borough of Hounslow has brought together a number of services for children and young people as part of its work with families. Our aim is to support families as early as possible to try to meet needs and resolve potential problems before they become more serious.

CONFIDENTIALITY

We collect information from the child/young person and their parents. We may also gather information from other people/agencies who are involved with the child/young person/family and we always ensure that we have consent to do so from the parents and/or the young person. We will treat your information as confidential and we will not share it with another organisation unless we have your consent or are required to by law or unless you will come to some harm if we do not share it. In any case we will only share the minimum information that we need to.

THE INFORMATION WE HOLD

We try to keep our records to a minimum and make sure that individuals know what information we hold about them. We will supply copies of any assessments or plans that are agreed on. A young person or the parents/carers of a child/young person can ask at any time to see any information we have about them by making a formal application under the 'Subject Access Request', the information will be provided free of charge. You can find out more and make a request by visiting https://www.hounslow.gov.uk/forms/form/130/subject_access_requests.

You can also email dataprotection@hounslow.gov.uk or write to: Customer Relations, London Borough of Hounslow, Hounslow House, 7 Bath Road, TW3 3EB.

Personal information is kept secure and up-to-date. If any personal information is thought to be incorrect, the young person or their parents can ask to have it amended or to have their views recorded.

PRIVACY NOTICE

You can find our Early Help Partnership Privacy Notice by visiting www.hounslow.gov.uk

- I have had the reasons for information sharing explained to me and I understand them
- I understand that I can expect regular discussions about information sharing with professionals working with me and the family
- I consent to records being created on EHM for me and my family members and for all EHM users to be able to search for these (name, date of birth, postcode)
- I consent to a case being created for me and my family with council employees having access automatically, and non-council employees having access on a need to know basis **except** for the people or agencies below*. I understand that any access granted to my records will include historical information already stored on EHM before today's date, for example previous work with a Family Support Worker.

** where someone is at risk of harm, or a serious crime has been committed there may be a legal obligation to share information between Children's/Adult Social Care and the Police even if you've not consented to this.*

- I understand that at any time I can withdraw my consent for individuals, agencies or indeed everyone to access my case.

I understand that by signing this form I give consent for my information to be used as described in this form and privacy notice and that I can change or withdraw my consent by notifying the person who is working with me / my family so.

Signature of young person**
where appropriate

Date

Signature of person with
parental responsibility

Date

*** Children aged 12 or above may generally be expected to have sufficient understanding. When assessing a child's understanding you should explain the issues to the child in a way that is suitable for their age, language and likely understanding. Please check The Fraser Guidelines for further information.*