

## **Parent/carer Privacy Notice**

### **What happens to the information you provide to The Parenting Project?**

All information will be kept securely whether it is written or on a computer system. The information may be used to help plan services and provide anonymous statistical information about our work with families. We will register your attendance at our services and we will keep case records containing work undertaken with your family. We work with health partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy.

### **Is it confidential and will it be shared?**

The information given to us on the referral form/ initial request for services and case file records containing work undertaken with your family will be kept on an electronic database. The information will be used to ensure the effective provision of a range of service for you and your family and for monitoring and evaluation purposes. We will treat your information as confidential and we will not share it unless we are required by law to share it or unless your child or young person should come to some harm if we do not share it. Should we need to share specific information with partner agencies outside the Parenting Project we will seek your permission.

### **Promotions & Publicity**

As part of our evaluation and future development of The Parenting Project, we may wish to take photographs of activities that involve your child. All photography and filming will take place under appropriate supervision. The photographs may be used for displays, publications and on a website by us. Before any photographs can be printed of your child we will seek your permission.

### **Access to Information**

Individuals and those with parental responsibility have the right to access their written records and also the records held on computer. For more information please contact Elaine Johnston Chief Officer at The Parenting Project, Unit 1A, Croft Court, Croft Lane, Temple Grafton, B49 6PW. So we can keep your personal details up to date we request that you keep us informed about any changes.

### **Safeguarding**

If you are concerned about the wellbeing of any child and think they may be at risk, we have a legal duty to share our concerns with the appropriate agencies. We will tell you that we are doing this, if it is safe to do so, and will support you in talking to such agencies if you want us to.

### **How long will my information be stored for?**

All information will be kept in line with The Parenting Project Retention of Document Policy. A copy can be supplied upon request from The Parenting Project, Unit 1A, Croft Court, Croft Lane, Temple Grafton, B49 6PW.

I have read and understand the information contained on this document

Signed..... Parent Name.....

Date.....