

Privacy Notice – Wellbeing Recovery Group (WRG)

Information held about you

Name

Address

Parent(s) / Carer(s) Name

Telephone Number

Date of Birth

Age

Gender

School

Attendance % (if an issue)

Name and Address of GP

Areas of concern

History of support

Aim of referral

Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

The Wellbeing Recovery Group (WRG) meets regularly to match the most appropriate service to children and young people who are referred for additional support. The information on the referral form will be discussed by those attending the WRG. When it is decided which service is most appropriate, the referral form will be passed to the agency supporting you. They will use the form to contact you and to decide how best to support you. They will then store the referral form securely.

Who we will share your information with?

The information will be shared by those attending the WRG. The following agencies are represented at the WRG:

WLC Social Policy Services

WLC Education Services

NHS Services

Children 1st

Circle

Family & Community Development West Lothian (Simply Play)

West Lothian Drug and Alcohol Service (WLDAS)

Youth Action Project (YAP)

Wellbeing Scotland

Young Carers

Action for Children

How long do we keep your records?

The referral form will be kept within your personal records for 5 years after you stop receiving services.

Your consent to the referral

The person making the referral has to ask you whether you, and your parent or carer if appropriate, agree to this referral and indicate your views on the form. In most situations, if you do not want the referral to go ahead, it will not. However, in some circumstances, if it is thought that you may suffer significant harm if support is not provided, the referral will go ahead.

If you agree to the referral, you can change your mind at any time prior to the meeting. If you do, please let us know by contacting the CYPT team on 01506 282948 or by email at: cyp@westlothian.gov.uk

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended if incorrect or, in some circumstances, erased.

To make a request for information, amendment or erasure, you will need to put your request in writing to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – SocialPolicyIR@westlothian.gov.uk

Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide services to you. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the CYPT team on 01506 282948 or by email at: cypt@westlothian.gov.uk

You can also contact the **Data Protection Officer**, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: DataProtectionOfficer@westlothian.gov.uk. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office. The website address is: <https://ico.org.uk/>