



CHILD FRIENDLY PRIVACY NOTICE

Children and Families, and, Justice Social Work –

Young Carers Statement (Unpaid Carers)

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Privacy Notice about the Young Carers Statement (YCS) that the [Carer Support Service \(Moray\)](#) will help you to complete on our behalf.

Who we are

We are Moray Council, and we offer lots of services to people who live in Moray. We help your school to function, make sure you have a local library service and provide care for people who need it.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Some types of information we need to be extra careful with. This is known as ‘special category data’. This could be something like information about your health, or what religion you are.

Why we are collecting your personal data

Under the Carers (Scotland) Act 2016, all Carers, including Young Carers, are entitled to a support plan. For Young Carers, this is called a Young Carers Statement (YCS). The [Carer Support Service \(Moray\)](#) will help you to complete your statement. Personal information will be collected about you in your YCS to help the adults around you identify how you feel in your caring role, what support you need in your caring role, and, make sure that the supports you receive meet your needs.

You don't have to have a Young Carers Statement if you don't want one.

Personal data you give us about other people

To complete your YCS, you may be asked to provide personal information about other people, such as your parent/carer's contact details, information about the person(s) you care for and who you live with. If you can, please tell them that you have talked about them in your YCS.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task and legal obligations. We have a duty under the Social Work (Scotland) Act 1968 to carry out needs assessments for people we think may need care services, and we have a general duty to promote social welfare by providing advice, guidance, and assistance. We also have a duty under the Carers (Scotland) Act 2016 to prepare Young Carer Statements for unpaid carers.

When we collect data called ‘special category data’, like information about your health, we collect this as we need the information to provide health or social care or treatment, or, manage health or social care systems and services. The information in your YCS helps us to assess, plan, coordinate and quality assure the supports available to you.

Who we share your information with

Your information will be shared with the [Carer Support Service \(Moray\)](#) who will help you to complete your YCS on the Council's behalf. We make sure that they process your personal data correctly through our contract with them.

We may also share limited relevant information with the Scottish Government and NHS for the purposes of planning, delivering and monitoring services, and to inform the strategic design of our integrated services.

Sometimes in order to do our work, and provide support to you, we have to share your personal data with other services in the Council, or with your school, or, family or with the Police or fire service. We are careful about how we do this and always follow the rules.

How long we keep your information

We only keep it for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of information: [available here](#)

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it's wrong.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: dataprotection@moray.gov.uk

There's an organisation called the Information Commissioner's Office. It's their job to make sure that everybody, including the Council, follows the rules and your personal information is properly looked after. You can phone them, write to them or contact them on their website:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/>