

# Information Sharing, Confidentiality and Consent

## A Guide for Young People in Inverclyde



This leaflet is for all children and young people living in Inverclyde. It has been provided by the Inverclyde GIRFEC Strategic / Child Protection Committee (ICPC) and adapted from material provided by Perth and Kinross

## What is this leaflet about?

This leaflet is about information sharing. It will help you understand what we do with information about you and how we share that information about you with other people or organisations working with you.

The person giving you this leaflet will explain it to you and will make sure you understand it. It is important that you understand this leaflet.

## Why have I been given this leaflet?

This information leaflet has been given to you because people working with you need to know about you and keep information about you. Sometimes they have to share that information with other people to keep you safe. This leaflet tells you a bit more about how they do that.

### What information do you need to know about me?

People working with you need to know things about you if they are to help you.

They need to know your name; your age and date of birth; where you live and who you live with; what school you go to; what you like and what you don't like; how well you are; and if you are safe. There may be other things they need to know, but these are the main things.

They need to know this so that they can get you the help you need to keep you safe.

### What will you do with that information?

People working with you will need to ask some questions. This information will be used to help keep you safe. They will normally write down what you tell them. This will stop you having to repeat it again and again to other people.

They will keep this information on a computer and in a paper file. This information will be kept safe and secure at all times. Sometimes they will need to share this information with other people working with you.

### Why do you need to share that information?

Sometimes, people working with you will need to share information with other people or other organisations. This is to make sure you get the help you need quickly when you need it. Information is only shared with other people when there is a need to share it.

### What information will be shared?

People working with you will only share information about you when they have to. They will only share this information with other people who can help you.

They will share information about you and people in your life who are important to you. This will help you to get the help you need.

## Who will you share information with?

People working with you – like Teachers; Nurses; Doctors; Social Workers; Police Officers; Psychologists; Children’s Reporters will share information with each other only if they need to.

## How will you share information about me?

People working with you will share information by speaking to each other face to face or on the telephone. Sometimes they will share information about you at meetings. Sometimes you might be at these meetings. Sometimes they will write to each other or provide a report on you.

Confidentiality means keeping things about you private.

## Will my information be kept confidential?

Yes. Personal information about you is confidential and will be kept safe on a computer or in a file. You have a right to know about the information they keep about you and what they do with it.

## Do people working with me have to keep my information confidential?

Yes. Normally they will keep information about you private and to themselves. This is called confidentiality.

If people working with you are worried or concerned about your safety, they will have to share information about you with other people or organisations. They do this to make sure they get you the help you need, when you need it and to keep you safe. They will only share information about you that they need to.

Normally they will tell you why they need to share information about you; what information they will share about you and who they will share information with.

It is important that you understand this and people working with you will tell you more about this.

## Do you need my consent to share information about me?

If people working with you are worried or concerned about your safety then they do not need to seek your consent to share information about you. They have a duty to keep you safe. To do that, they will need to share information about you with other people.

Normally they will tell you why they need to share information about you; what information they will share about you and who they will share information with.

If people working with you are **not worried or concerned** about your safety, then they will not share information about you, without asking you first. This is called consent.

If people working with you ask you to give your consent, they will explain to you why they need your consent. It is important that you fully understand what you are being asked to do and that you give your consent freely. People working with you will tell you more about this.

## Can I refuse to give you consent?

Yes. If people working with you ask you to give your consent, they will explain to you why they need your consent. It is important that you fully understand what you are being asked to do and that you give your consent freely. People working with you will tell you more about this.

If there is some information you do not want to share with other people, then you should talk to the people working with you and tell them why. If you do not give your consent this could cause a delay in getting you the help you need.

It is important that you understand this and people working with you will tell you more about this.

## Will my parents have to be told?

It is always better if we work with you and your parents together. We will normally ask you to agree to information being shared with your parents. There may be some information you want to share and some information you do not want to share. We will always ask you first.

## Further information and advice

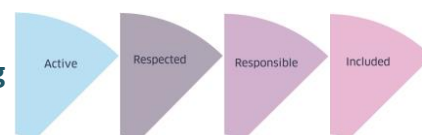
getting it right  
for every child  
in Inverclyde

<b>Inverclyde Childrens' Rights and Information Officer</b> Inverclyde Health and Social Care Partnership (HSCP) Hector McNeil House, 7-8 Clyde Square, GREENOCK PA15 1NB	 01475 715365  @CROInverclyde
<b>Inverclyde Child Protection Committee (ICPC)</b> HSCP 7-8 Clyde Square, GREENOCK PA15 1NB	 01475 715365
<b>Who Cares? Scotland</b> National Office, 5 Oswald Street, GLASGOW G1 4QR	 01475 715365  enquiries@whocarescotland.org  www.whocarescotland.org
<b>ChildLine</b>	 0800 1111
<b>Young Scot</b> Rosebery House, 9 Haymarket Terrace, EDINBURGH EH12 5EZ	 0808 801 0338  infoline@youngscot.org  www.youngscot.org
<b>Scotland's Commissioner for Children and Young People</b> 85 Holyrood Road, EDINBURGH EH8 8AU	 0131 558 3733  scotland@ico.org.uk  www.sccyp.org.uk
<b>Govan Law Centre</b> 18-20 Orkney Street, GLASGOW G51 2BZ	 0141 440 2503  m@govanlc.com  www.govanlc.com

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on **01475 717171**



[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)  
[www.inverclyde.childprotection.org](http://www.inverclyde.childprotection.org)



# Consent Form

(please tick as apply) which explains how information about me is used.

- I give my consent** to the sharing of my personal information for the purposes explained to me.
- I give restricted consent** to the sharing of my personal information for the purposes explained to me.
- I do not give my consent** to the sharing of my personal information for the purposes explained to me and I understand that this may limit any assessment and therefore our ability to identify appropriate supports. These restrictions have been explained to me.

- I have read** this leaflet
- I have not read** this leaflet

Please specify what restricted consent is, to whom, and for what purpose:

Signed:  Date:

Status: (if not client) e.g. carer, parent, representative, power of attorney, guardian

