

Privacy Notice: Your Personal Information

This Privacy Notice is for those participating in the Cafcass work experience programme. It explains how Cafcass uses your personal information.

What information do we collect about you?

We collect and use the following pieces of information:

- **Your name**
- **Your email**
- **The name of your school**

Why do we do use this information?

Cafcass has a legitimate interest in processing personal data during the work experience programme. Processing this personal data allows us to manage the administration and evaluation of the programme.

Where do we collect this information from?

We collect this information:

- directly from you
- from the Family Justice Young People's Board, Cafcass professionals and allied professionals in instance where you have consented to having this information pass on to us.

How will we use your information?

We use this information to:

- facilitate work experience meetings with you.
- send you correspondence in relation to the programme.

Who will we share the information with?

We will share your personal information with third parties where required by law, where it is necessary to administer the programme or where we have another legitimate interest in doing so.

All our third-party service providers or other bodies with whom we need to share your information are required to take appropriate security measures to protect your personal information in line with our policies.

How long do we keep your information for?

Your personal data will be held for the duration of the work experience programme and no more than four weeks thereafter to allow time to prepare and share completion certificates.

Can you have a copy of your information?

- You can get a copy of the information that Cafcass holds about you (a Subject Access Request).
- Please see our website for how to access your information:
<https://www.cafcass.gov.uk/about-cafcass/transparency-information/freedom-of-information/>

How do we keep your information secure?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. More detail on how we protect information is in our Information Assurance Policy:

<https://www.cafcass.gov.uk/about-cafcass/policies/>

How to contact us

If you have any questions about how we use your information and your individual rights under the GDPR, you can contact our Data Protection Officer:

- by email: DataProtectionOfficer@cafcass.gov.uk
- by post: Data Protection Officer, Cafcass, 21 Bloomsbury Street, London, WC1B 3HF

If you have any concerns about how we use your information, you can contact the Information Commissioner's Office who ensure organisations comply with data protection laws: <https://ico.org.uk/>