

Data Protection information

Fair Processing Notice

What does Catch22 do?

Catch22 is a national organisation that works across England and Wales delivering services in a variety of settings. These include schools, colleges, social care, victim services, family support, prisons, apprenticeships and employment support.

We have been around for over 200 years and our focus is about making a difference to people by delivering our 3 'P's – having good people around, having a good place to live/study/work, and having good purpose in life. Different services will focus on different aspects, but we aim to address those three elements to support people to thrive.

What does this service do?	Catch22 are responsive to your needs. This includes return to home interviews for when you have had a missing incident, Child Exploitation screening and assessments along with direct work interventions which will help support you to recognise and reflect upon the causes, signs and symptoms of exploitation and keeping yourself safe. Catch22 work closely with a range of partner agencies including Police and children's social care to ensure support services can respond quickly in an integrated manner. Catch22 will offer you support if you have been reported to Police as missing from home or care. The service also provides specialist intervention if you are either at risk or a victim of Child Exploitation. In addition, we provide training and resources to professionals and young people as well as preventative and targeted awareness.
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What information do we collect and why do we need it?	Below is a list of the data that we will/may process during our contact with you and the lawful basis that applies to each processing activity: • Full name • D.O.B • Address • Ethnicity • Religion • Sexuality • Disability • Education/ Training • Parent/Carer details • History & details of missing incidents and/or CSE concerns • Communication with professionals relevant to yourself • Details of intervention completed with you We may ask you to give us some more sensitive information (also known as ‘special category data’) like your gender, age, ethnicity, sexual orientation, religion and/or any disabilities. We will explain to you why we need this information and you can refuse to give it if you do not wish to do so. We require your information in order that we can fulfil our contract with Stoke-on-Trent City Council, Staffordshire County Council and Staffordshire Police to deliver the Missing from Home/CSE services. activity can be acted on.
What law applies and which bits set out the legal basis for us to collect and hold your personal information?	The two main pieces of law that apply are: 1. The UK General Data Protection Regulation 2. The Data Protection Act 2018

	We do have to have a legal basis for processing your information and this is: • Public task (GDPR Article 6.1e) • Performance of a contract (GDPR Article 6.1b) • Individual consent (GDPR Article 6.1a) The 'special category data' that we collect must meet even more of a legal test and our legal basis for collecting this is: • Explicit consent (GDPR Article 9.2a). • Necessary for reasons of substantial public interest, (GDPR Article 9.2.g) The Information Commissioner's Office has given further guidance that sets out when these conditions can be used as the legal basis for processing your information and this can be supplied to you if you wish to see it.
Where did we get your data from?	If you have been reported missing from home/care to Police, Catch22 are provided with details of the incident from the Police once you have safely returned back. If you are a child in care and placed outside your home local authority in care, your Social Worker will inform us of your missing incident requesting us then to offer you an independent return interview. Where there is a concern you are at risk of child exploitation a professional who is involved with you may complete an assessment to identify the level of risk to you which is then forwarded to the local authority who will then assess the risk

	and ensure an appropriate pathway and support plan is implemented for you.
Who will we share your information with?	Catch22 will share basic, sensitive and relationship personal data with professionals including Police, Local Authority Children's Services and relevant professionals involved in multi-agency working. The data will not be shared with anyone without your knowledge and where applicable your consent. Other agencies or professionals where your information may be shared could include: • Local Authorities • Youth Justice • Youth Service • Education Services • Mental Health Services • Drug & Alcohol Services • NHS • Commissioners Where we wish to share any information to help us support you with any other agencies, we will only do this with your consent. If you have any questions or concerns regarding how other agencies or professionals will use your information, please ask us and we will be able to guide you to the relevant organisation to obtain a copy of their privacy notice.

	We do like to provide anonymised case studies and we will seek your explicit consent before doing this. Your information will be kept digitally on a secure drive and only people that will have access to your information are staff within Catch22 Stoke-on-Trent and Staffordshire CSE and Missing Service. We may have to share information if we are legally obliged to do so, for example where we have serious concerns about your safety or that of someone else associated with you. In these cases, we would share the relevant information with safeguarding organisations (Social Service, the Police or any other Emergency Service) if you or anyone else is at risk of harm. We will only share information where the law allows.
How long will we hold on to your information for?	Data relating to you will be held from your date of birth plus 25 years unless you are a looked after child where it will then be date of birth and 75 years. Sometimes there may be legal reasons we have to retain the information for a longer specified period of time and there may also be circumstances where it is appropriate within legal and best practice requirements to retain the information for a longer period but you will be informed of this.
What happens if the information in the records is wrong?	You will need to be specific about what information you think may be wrong and why, along with what you think we should do to correct it. If we cannot amend your record in the way you would like, we will explain the reason for this. We will always mark disputed records to show that the record is disputed. You will be able to see a copy of your amended record.

What rights do you have over the information that we hold on your behalf?

You have a number of rights over your data that we are required by law to uphold. You have the following rights:

- **The right to be informed** - how we will use your information
- **The right of access** – how to access information we hold about you
- **The right to rectification** – request that information that is held about you and is inaccurate or incomplete be rectified
- **The right to erasure** – requests that under special circumstance information held on you may be removed or deleted if applicable
- **The right to restrict processing** –Block or suppress processing of information about you
- **The right to data portability** - Obtain and re-use information held about you for your own purposes across different services if applicable
- **The right to object** - Object to processing of information about you
- **The right to withdraw consent** - at any time where your information is being processed based on that consent.
- **The right to lodge a complaint with the Information Commissioners Office (ICO)**

If you would like to request a copy of the information we hold about you, please contact DPO@catch-22.org.uk

If you think the information we hold on you is wrong, please contact us on DPO@catch-22.org.uk .

If you have any questions about this privacy policy or of our treatment of your personal data, email dpo@catch-22.org.uk or write to:

Data Protection Officer
Catch22
27 Pear Tree Street
London
EC1V 3AG

If you feel we have not processed your data correctly and in accordance with GDPR and the Data Protection Act 2018, you have the right to make a complaint to the Information Commissioners Office (body that regulates Data Protection). Please visit <https://ico.org.uk/> or call **0303 123 1113** in order to lodge a complaint with the regulator.