

## Information sharing agreement

### Declaration of understanding

I

understand that information is held about me on a Connexions Surrey database.

I have also discussed with my Personal Adviser,

what information can be shared with other relevant agencies to support and help me.

**(Please tick ONE of the following boxes)**

I agree to Connexions Surrey sharing sensitive personal information about me with other agencies, as discussed with my Personal Adviser.

I do not agree to Connexions Surrey sharing sensitive information about me with other agencies.

Signature of Young Person

Date

Signature of Personal Adviser

Date

Signature of Parent/Carer (if appropriate)

Date

## Why does Connexions need to share my information with other agencies?

In order to work with other relevant agencies on your behalf, we need to ensure that we are 'talking about' the same person. In addition, it is sometimes useful for them to have access to this information in order to provide you with a particular service. So it will be necessary to share basic information like your name and address with the appropriate people.

We will not share sensitive or confidential information you have given us, without your consent. If you are happy for us to do this please tick the appropriate box on the Information Sharing Agreement (left). Your Personal Adviser will explain this form to you, and help you decide which level of information sharing is appropriate for you.

You may decide to withhold or withdraw your consent for us to share information about you at any time UNLESS:

- The Law says we must e.g. if there is a risk of serious harm to someone or a crime being committed.
- Your benefits depend upon it e.g. if Job Centre Plus asks for some details about you.

Speak to your Personal Adviser if you have any concerns about the kind of information that is being shared about you, or if you are unclear about anything in this leaflet.

## How can I see the information Connexions Surrey holds on me?

Please send a request giving your name, address and date of birth either by email to: [connexions@surreycc.gov.uk](mailto:connexions@surreycc.gov.uk) or by mail to: **The Data Protection Officer, Connexions Surrey, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ**

We will acknowledge your request within 5 days by sending you a standard application form which you will have to complete and return to us. Within 40 days of receipt of this you will receive print outs of all the computer data and photocopies of all the paper records we hold on you. However there may be information you are not entitled to see because, for example, it identifies third parties or is exempt from disclosure, eg. if legal proceedings are pending etc.



# Let's talk about you and your information



# What do we do with your information?



## Sensitive personal information

Other more sensitive, personal information may come up in your discussions with your Personal Adviser, for example:

- Your religious or other beliefs
- Your physical, mental or sexual health
- Your ethnicity (black, white, Asian etc)
- Dealings with the police or legal system you have had
- Relationship issues you may have
- Any other personal issues

## Why does Connexions store information about me?

Connexions' job is to make sure that all the young people we work with receive the help they need, and to do this, we need to keep track of each young person's individual circumstances. The information we store on manual filing systems and computer databases enables us to keep up to date with your individual changing circumstances and provide you with the specific, high quality help you may require.

## What sort of information does Connexions Surrey keep and share about me?

### Basic information (for example)

- Gender (male or female)
- Date of birth
- Address including post code
- Telephone number
- Mobile telephone number
- Full name of parent/carer
- School/college attended
- Educational achievements/qualifications attained
- What you are doing at the moment (for example, in school/college, employed/unemployed etc)

## Personal Adviser Notes