

Youth Justice Board Privacy Notice

The YJB is committed to ensuring privacy and security of data collected, stored and processed. This privacy policy explains:

- the children and young people's data we collect and its purpose
- where we collect the information about a child/young person and subscribers to the YJBulletin
- how we use the personal information.

Data we collect and its purpose

We collect and hold the following information:

- case level data about children collected from youth offending teams (YOTs) on a quarterly basis
- AssetPlus information about children in custody
- contact details for a children's panel
- personal data about job applicants and staff working for us.

In addition to the above we collect the email address and names (if provided) by subscribers to the YJBulletin. We periodically review this to ensure that the subscribers still consent to receive it. A link to unsubscribe is provided within every issue and through the subscription page.

Where we collect information about a child

We collect information from:

- YOTs
- secure establishments
- the Youth Custody Service (YCS)
- the YJBulletin (if they register as a subscriber)
- members of the children's panel
- the Police National Computer (PNC).

How we use personal information

We oversee systems and technology used to manage the personal information of children. This information may be accessed by organisations outside of the YJB that are permitted to lawfully process the information as part of the operation of the youth justice system. These organisations are provided with secure and proportional access to the systems where this data is held.

We also aggregate or combine the information we hold about children and use it to fulfil our duty of monitoring the youth justice system. All aggregated data reported is anonymised.

We provide the Secretary of State for Justice with information relating to:

- the operation of the youth justice system and the provision of youth justice services
- how to pursue the principal aims of the youth justice system
- the content of any national standards relating to the provision of youth justice services or the accommodation where young people are kept in custody
- the steps which may be taken to prevent offending by children.

We share good practice information with various partners in the youth justice system, including:

- YOTs
- the YCS
- the police
- the National Health Service (NHS).

We sometimes provide personal information to third parties that we commission for research and analysis purposes. This is so we can fulfil our statutory functions of promoting good practice on the operation of the youth justice system and preventing offending. In this case, we enter into a data sharing agreement, setting out the terms of the data sharing arrangement.

We or our agents and sub-contractors may contact a child or young person by:

- post
- e-mail
- telephone or as required.

This will be to ask them for feedback and comments on the youth justice system as acceptable under the Privacy and Electronic Regulation (PECR).

We follow recognised ethical standards for conducting research. Before asking children to complete questionnaires and interviews, we or our agents and sub-contractors will provide them with information about the research being undertaken and how we will use their comments. We will then ask for their consent to participate. A child has the right to withdraw consent at any time.

We use the subscription email address of the subscribers to the YJBulletin to send the YJBulletin which can be unsubscribed at any time. We obtain 'explicit consent' for collecting this data at the point that an individual chooses to subscribe to the YJBulletin.

We do not currently transfer children's personal data outside the United Kingdom.

Following an instruction given by the Independent Inquiry into Child Sexual Abuse (IICSA), we retain all personal information relating to children until the inquiry is concluded and explicit permission is provided to dispose of data in accordance with YJB data retention guidelines.

Anyone has the right to request a copy of the personal information held about them by the YJB. Individual rights vary depending on the data. Requests can be made by sending an email to YJB.Enquiries@yjb.gov.uk. Alternatively, write to us at the following address:

Youth Justice Board

102 Petty France

London

SW1H 9AJ

If anyone is unhappy about the way we handle their personal information, they can follow the complaints procedure as given [here](#). If they are dissatisfied with the way we handled their complaint, they have the right to complain to the Office of the Information Commissioner.

The YJB does not make decisions based on computerised (i.e. non-human) processes.

If you have any questions relating to personal data, please contact the YJB's Information Assurance Team at YJB.Enquiries@yjb.gov.uk.

Glossary:

Agent /subcontractor

An agent or subcontractor is someone who acts on behalf of the YJB.

Aggregate

Aggregate data is information that is gathered and expressed in a summary form, for analysis and other purposes. Data specific to a single individual is not aggregate data. Aggregate data enables us to look at demographic and geographic trends, to help us produce a better service in the future.

Data Protection Act 1998

The Data Protection Act 1998 sets out the principles relating to the use of data. This is to ensure that the rights of the person who is the subject of the data are protected under the law.

Personal data

Personal data is information that relates to a living individual, who can be identified by that data or from other information which is in the possession of, or is likely to come into the possession of the YJB.

Privacy policy

The privacy policy explains the ways that we try to protect the privacy of individuals whose personal information we process. It also explains some or all the ways we collect, use, disclose and manage the data.

Special categories of personal data

Sensitive personal data consists of the following information:

- racial or ethnic origin
- political opinions
- religious beliefs
- other beliefs of a similar nature
- membership of a trade union
- physical or mental health conditions
- sexual life
- the commission or alleged commission of any offence
- any proceedings related to any offence.

Statutory function

A statutory function is an official role which is carried out under a written law.

Third parties

Third parties are companies and people other than the YJB.