



Youth Offending Team
The London Borough of Bromley

WANT TO KNOW MORE:

If you require more information please contact:

YOT Manager

8 Masons Hill, Bromley BR2 9EY
Tel: 020 8466 3080

The Information Officer

Legal & Democratic Services Department
London Borough of Bromley
Civic Centre, Stockwell Close,
Bromley BR1 3UH

Translation Service:

The Council aims to meet the communication needs of all our customers. This includes providing information on our services in other languages for those customers who speak or write little or no English.

We try to provide translation and interpretation support where:

- There is face-to-face interaction between the council and a customer;
- We are providing basic information about obtaining services; and
- We are consulting with customers to obtain their views, opinions, comments and complaints.

You can obtain further information about how to access translation services by visiting the Civic Centre or by telephoning 020 8461 7077. Interpretation support will be provided through both customer access channels.

How to get to the YOT



Car:

Follow directions for A21

Public Transport:

Bus: 61, 208, 320, 336, 358, 402, N47

Train: Bromley South Station is 3 minutes walk away

Bromley Youth Offending Team

8 Masons Hill, Bromley BR2 9EY
t: 020 8466 3080 f: 020 8466 3099
e: youthoffendingteam@bromley.gov.uk



130.07



Youth Offending Team
The London Borough of Bromley

Information Sharing between Professionals who work with Children

safety and security for all the community

Information for Young People and their Families

All organisations that provide services to children and young people store and record information. They also need to communicate with other professionals in other organisations who may also be involved with a child or hold information on them.

In most cases we wish to share information with the consent of parents/carers. In some circumstances we have the duty to share information without consent or we would need to justify why we did not.

Information sharing must be done in a way that is compatible with the Data Protection Act, the Human Rights Act and the Common Law Duty of Confidentiality.

It is important to note that confidentiality must never be used as a reason for withholding information when it would be in the child's best interest to share it.

What Information is held by Organisations?

Organisations hold information such as; name, gender, date of birth, address, details of parents/carers, religion, ethnicity, household and significant people/family members, and language spoken. Organisations will also keep records of how they assessed your child's needs and details of the service provided.

How long is the Information kept?

Information will not be kept for longer than is necessary; however in some cases organisations are required by law to keep information for specified periods.

Can I see what Information is held on me?

Under the Data Protection Act 1998, you are entitled to know what information is held on you and for what purpose and you are entitled to have access to that information by applying to the holding organisation. There may be a fee payable.

Can I see what Information is held on my Child(ren)?

You have the rights about information held on you and how it is used. If you hold parental responsibility for a child you may have rights about the Information held on them.

Below are the principles of Data Protection. These are enforceable by law.

1. Data must be fairly and lawfully processed.
2. Data can only be processed for limited purpose.
3. Data must be adequate, relevant and not excessive.
4. Data must be accurate.
5. Data must not be kept longer than necessary.
6. Data must be processed in accordance with the person's rights.
7. Data must be kept securely.
8. Data must not be transferred to a country without adequate reciprocal arrangements.

