

I still have more questions...

- If you still have more questions about information sharing, talk these through with the people supporting you... your family, carers, your Social Worker, your Nurse, your Teacher and so on.
- They should be able to answer your questions or find out the answers for you.



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For Borders Children and Young People

You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

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**INFORMATION
ABOUT ME
Using it and
sharing it**

*Leaflet for Secondary
School Age Children
and Young People*

You may have people or professionals helping you with the things that are going on in your life. This may be a Teacher, a Youth Worker, a Social Worker or maybe the School Nurse or the local Police Officer.

When these professionals are working together to help you and to arrange services and support for you, they may need to share information about you to do so.

Any information held about you is kept securely in a file or on computer information systems.

This leaflet is to help you to understand more about why and how information is shared.

Why?

- So that the professionals helping you work together to deliver services.
- To stop you being asked the same basic questions over and over again.
- To make sure that you receive co-ordinated treatment and services.
- It may also reduce delays in the provision of care services.
- There may be times when we need to share your information to ensure your safety.

What?

- Information to help those involved in helping and supporting you to assess your needs and to provide any services you may need.
- The type of information shared will depend upon your particular circumstances.
- This may be your name, where you live, the people around you, your needs and the help being given or to be given.
- A support plan may be developed for you, which may be a shared plan.

Who will my information be shared with?

- With the people or professionals involved in helping and supporting you.
- This may include individual people or perhaps groups of people, depending on your own needs.

How is information shared?

- Paper, Face to Face, Over the telephone, Electronically by Computer.
- Some of your information can be held across health care, social care and education records, particularly when these agencies are working together to support you.
- This will be secure.
- You have the right to ask to see this information and ask for it to be corrected if necessary.
- Remember, however, that in most cases consent to share your information is required.

Consent?

Consent means agreement or permission.

Who gives consent... am I asked first?

- If you are over 12, then you will usually be asked to agree to share information, that is, you will be asked for your consent.
- If you are under 12, then you should usually be involved but it may be your mum, dad or the person who looks after you who is asked to give consent. You may also be asked to give consent if you understand the nature and consequences of sharing your information.

If I am being asked, do I have to say "Yes"?

- If you don't want information to be shared, let the people helping and supporting you know. You have the right to say no.
- Think about why and talk it through with them...perhaps you just need some answers to some questions.
- Remember, they share to help you and to help keep you safe. To keep you safe, sometimes people working with you will have to share information even if you don't want them to.