

Easy Read version of the

Caerphilly Joint Assessment Family Framework Tool Privacy Notice

How we will use your information

People are able to get Information, Advice and Assistance (IAA) from providers within the Caerphilly area.



If **Information** is needed, we will not record any information about you on our systems.



If **Advice** is needed, we will need to record your name and telephone number. We will also need to record the type of advice given for our records.



If **Assistance** is needed, you will be referred to a support service. We will take information about you so that we can offer the right support for you. This information is put on a form called Joint Assessment Family Framework (JAFF). This form will be safely forwarded to Caerphilly County Borough Council's IAA team. The information will be looked at and passed onto a service. The service offered may be a Caerphilly County Borough Council Service. The service offered may be a service from another organisation. The service will give feedback to the IAA Service.



You will be asked for consent before any service is involved. If you do not want your information passed on to a support service you can let us know on the form.

Your information will be stored on the CCBC database and a joint information system. Your information will only be seen by professionals who need to see your information.

If it is believed that a child may be at risk, the All Wales Child Protection procedures will be followed. This may involve other agencies eg police, health or education having access to your information. You will not be asked for consent for this.

You have rights about the information held about you including the right to see your information. You have the right to complain if you are unhappy with the way your information is used.

To see how we use your information please follow this link:

<http://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/JAFFPrivacyNotice.aspx>

Easy Read version of Section 34. Detail of Consent obtained

The JAFF process has been explained to me.



I consent to:

- My information going on a JAFF Form
- The JAFF Form being shared with Caerphilly County Borough Council's Information, Advice and Assistance Service (CCBC IAA Service). The JAFF Form being shared with other CCBC Services e.g. Flying Start or Supporting People
- CCBC IAA Service/CCBC Service looking at my needs and being passed onto a service and sharing the JAFF Form
- The support service I am referred to providing feedback on outcomes to CCBC IAA Service/CCBC Service



I understand that:

- If more information sharing is needed I will be asked to give consent again.
- The support service I am referred to may be a Caerphilly County Borough Council Service or one provided by another organisation.
- If there are support service organisations that I do not wish to work with I must let you know when completing this form. This way, my information will not be passed to them and a different organisation can be found.
- If it is believed that a child may be at risk the All Wales Child Protection procedures will be followed. This may involve other agencies eg police, health or education having access to my information. I will not be asked for consent for this.