

Guardian ad Litem Privacy Notice

for Children and Young People



This leaflet is called a **Privacy Notice**. It tells you who the service is for, how it keeps **your information private**, when we need to share it, why, and **your privacy rights**.

Ask your Guardian if you have any questions about your privacy rights.

The Barnardos Guardian ad Litem service is for:



Children and young people under 18 years.



Where a Judge – important legal person – is asked to decide what is best for a child or young person and they ask a Guardian ad Litem (Guardian for short) to help them make decisions.



We want to help you: We know you might be worried about your privacy and telling us things when you work with us, and that is why we have written this leaflet. We hope that it will help you to understand what we do to protect your privacy.



We need to follow the law: We have to follow data protection law. It tells us how to collect information about you in a fair way – and how we should use it fairly too.

We also have to follow other laws and rules to keep children safe and make sure that Barnardos does its work well.

We respect your privacy, and we work to keep your information safe and to only give it to people who need to see it.

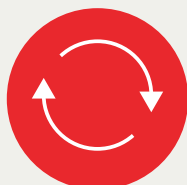
You have rights



1. You can find out how we use your information. We use your information to tell the Judge how you are getting on or when we give advice to the Judge about what we think should happen next.



2. You can ask to see the information we hold on you. For example, we might hold information about how you are doing and what you are thinking and feeling.



3. You can ask us to change information that is wrong. For example, did we write down correctly the name of your favourite aunt who you would like to see more of? If not, then you can ask us to write her correct name down.



4. You can ask us to get rid of information when it's not needed anymore. For example, John, who is 14, asks us to get rid of information we have about a small operation he had when he was 6 years old.



5. You can ask us to send your information on to someone else to use. For example, Gráinne asks us to send her and her social worker copies of letters and drawings she did when she was younger for her life story work.



6. You can ask us not to use your information if you think we have gotten it wrong. For example, other adults tell us that Ryan used to stay with his granny a lot before he came into care, but Ryan tells us that isn't true. We must check which is true. Until then we can't tell the court that Ryan used to stay with his granny a lot.



7. You can complain to the Office of Data Protection Commissioner if you think we have not collected or used your information fairly. They will take your complaint very seriously and follow up to see if your privacy rights have not been respected. Tel: 0761 104800 www.dataprotection.ie

These rights are part of the data protection law across a group of countries called the European Economic Area (EEA). Ireland is one of the countries in the EEA, and we have to obey these laws. If we have to send your information outside of the EEA, we must use special legal agreements to make sure your information is safe and that you have the same rights in these countries as you have here.

Your Guardian keeps information about you so that they can tell the Judge:



- how you are getting on
- what you are thinking and feeling
- what the Guardian thinks is best now for you

The Judge says that your Guardian is allowed to ask people for this information so that the Guardian can tell the Judge about you

Your Guardian keeps private information about you like:



- Your name, birthday, address and who is in your family
- When your Guardian meets with you or your family
- Letters or reports to court from the Guardian about you
- Information from other people like your social worker, school or doctor
- Any workbooks you complete with the Guardian or copies of letters you write to the Judge

Your Guardian also keeps information like:



- Your gender (girl, boy...), racial origin (White Irish, Asian, Black Irish African...) ethnic origin (Irish Traveller, Chinese...) religious beliefs and health information
- Your file – usually only your Guardian and some staff in Barnardos Guardian ad Litem service (a manager or an admin) will be able to see your file. Sometimes your Guardian may talk about you to a manager or supervisor to make sure you get the best service



Who we share your information with?



The Judge – The Judge is an important legal person we share your information with and they make important decisions. The Court has a privacy rule called the in-camera rule. In camera is Latin for ‘in a room’ or ‘private’. This rule is to make sure your privacy is respected. This means that no one can share your information unless the Judge says this is okay to do. Your Guardian writes a report about you for the Judge.



Your parents and social worker – these will see what your Guardian has written about you to the Judge in the Guardian’s report.

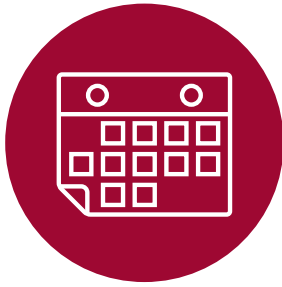


Other professionals – we may need to share information with other people like your foster carer or teacher to make sure you are properly cared for.



Other people – for example, if we are getting part of our computer system fixed, the person fixing it might be able to see some of your information. We would make sure that this person took your privacy seriously.





How long do we keep your information in our files?

We keep your information for as long as we are working with you and then we store your information safely.



We protect information about you when we have to share it.

If we share your information, we always make sure we protect your personal information.



For more information go to our website

www.barnardos.ie/our-services/guardian-ad-litem/information-for-children-young-people

You can ask us more about any of this or tell us if you think we have not respected your privacy. Our office is in Dublin. Its address is:

Barnardos National Office,
4 Christchurch Square,
Dublin,
DO8 DT63.

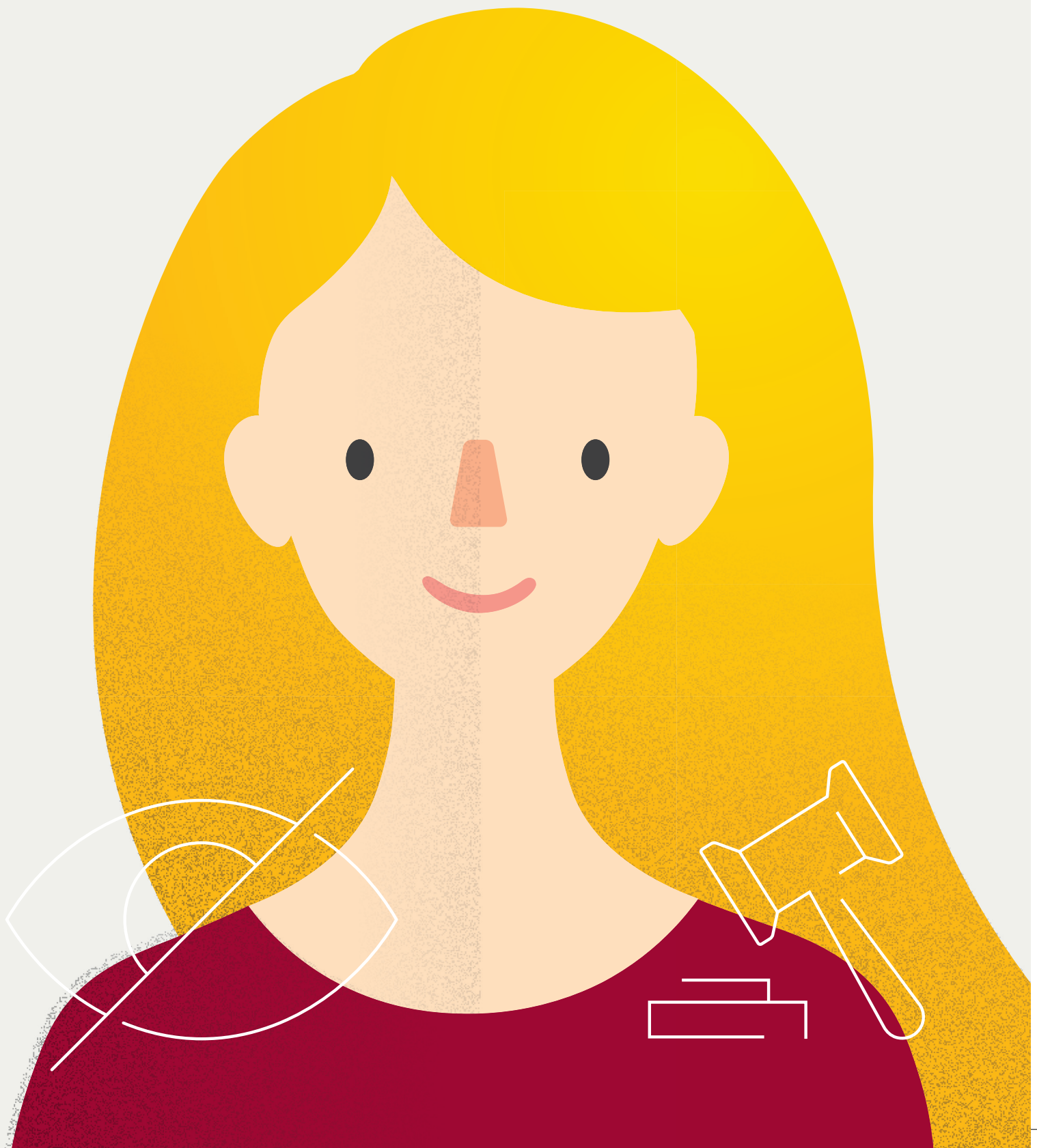
You can contact us at:

Email: dataprotection@barnardos.ie

Low cost call: 1850 222 300

Our charity registration number is 20010027.

We take your privacy seriously





Barnardos National Office,
4 Christchurch Square,
Dublin, DO8 DT63

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or phone us at Call save 1850 222 300

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