**RSPCA Animal Action Project for Looked After Children (Wales)**

**Privacy Notice and Request for Consent to Use Personal Information**

**Please only complete this form if you personally have appropriate and proper authority to share the child’s personal data.**

**Please read the form and answer the questions on the last page (highlighted yellow)**

The RSPCA is the world’s oldest animal welfare charity, the aim of which is to prevent suffering and harm to all animals. Educating people to care for their pets/animals is an important part of reducing cruelty.

**Aims of the Animal Action Intervention Workshop and follow-up support**

The RSPCA has developed an Animal Action intervention workshop for children who are looked after in Wales who might be at risk of harming animals. Alongside a psycho-therapist, they have also developed a psycho-educational intervention programme aimed at reducing the risk of a child harming animals through improved education and understanding about animals’ needs, feelings and behaviour.

By understanding what support and education people need to make sure they are looking after their pets/animals responsibly, we will help to improve the lives of many animals and pets. By reducing the risk of children harming animals they are less likely to become involved in the youth justice system.

In order to do this, we would like to collect and use certain items of personal information about the child, which we will do only with your consent. This notice explains what information we want to have and the purposes we’d like to use it for.

There is no legal or contractual requirement for you to provide us with the data for these purposes. If you do not agree it may affect our ability to make the programme more relevant and effective for the child.

We won’t transmit or store your personal information outside the European Union.

**What information is being collected?**

To be able to identify children who would benefit from these interventions, the RSPCA needs to collect some information about the child.

If selected, information about the child will also need to be collected to monitor their progress and target further support.

The information we need about the person/s making the referral are:

Name

Job role

Contact details

**The information about the child we would like to work with is:**

Name and contact details of their carer/s

Name

Age

Gender

Reasons why they would benefit from taking part in the Animal Action project.

Details about animals in the home and the child’s behaviour towards them.

Any reports of inappropriate behaviour towards animals by the child.

Any additional needs (SEND) for which we would need to offer provision for.

Information about attitudes and behaviour towards animals.

**How will you collect the information?**

Information will be collected about the child using a referral form and this form.

If you agree to our doing so, the RSPCA will collect information from the child during the programme. All information will be stored on a secure network to which only RSPCA staff and RSPCA appointed Consultants associated with the programme will have access too. It may be shared with other persons associated with the RSPCA as explained below.

**How will we use this information?**

The information provided to us on the referral form will be used to identify children to participate in the project who are most likely to benefit from taking part in the project.

Information we collect from the child during the project, verbally and through written work, will also identify children who may need further support in the form of 3 additional 2 hour workshops to take place after the initial Animal Action Day.

As this is a pilot programme, the RSPCA also wants to assess what the impact of the project is. By increasing education and understanding about animals, we hope to reduce the risk of a child harming an animal in the future, and increase positive attitudes and interactions with animals. We may use some of the child’s information (anonymised in all cases), for example quotes they have made about their understanding about animal’s feelings, to analyse the effectiveness of the programme and to make improvements to it.

**Who will be collecting the information?**

The information will be collected by or on behalf of the RSPCA, whose contact address is Wilberforce Way, Southwater, Horsham, West Sussex, RH13 9RS.

**Who will the information be shared with?**

The information we are asking you to share may be used within the RSPCA for the purposes explained above. We will ensure that steps are taken to protect against the unauthorised or unlawful use of your information and against its accidental loss, destruction or damage, using appropriate technical or organisational measures.

The full set of any information the child provides to us will be available to the programme team within the RSPCA. In order to assist in evaluating and developing the programme, information will also be shared with the Psychologist who helped write the programme and who will be involved in evaluating it. Information will also be shared with the child’s social worker and foster parents about the child’s progress during the project.

We may provide information to the public about this programme and the outcome - however, it will not be possible to identify those who have taken part from the information we make publicly available.

We do not share information about children with anyone without consent unless the law and our policies allow us to do so.

**How long will this information be kept?**

Any information provided to us will be kept by the RSPCA until the end of the programme, unless you have specifically agreed that we may continue to offer support to the child. You can change your mind and ask for the data to be deleted at any time.

If the child is not selected for inclusion in the programme all personal data relating to the child and their guardian (or other authorised person who has completed the forms) will be deleted immediately.

**Your Rights, and those of the child (with sufficient mental capacity) in relation to their personal information and how to access your information**

There are a number of rights in relation to any personal information you choose to share with us, under the Data Protection Act 1998 and the General Data Protection Regulation. These are:

1. The right to withdraw your consent to our use of your personal information and that of the child. If you do so, we will not use the data for any purpose to which you have consented except where we’re required or specifically permitted to by law.
2. The right to complain to the Information Commissioner if you believe we are using the child’s personal information in a way which is illegal. Contact information for the Information Commissioner’s office is available on its website at <https://ico.org.uk>.
3. You have the right to request a copy of the information that we hold about the child or you. If you would like a copy of some or all of the child’s personal information, please contact us.
4. You have the right to ask us to restrict use of the child’s personal information where you contest the accuracy of information we hold about the child, where you object to our use of it, where our use of it is unlawful, or where you need us to retain but not use the child’s data so that you can establish, exercise or defend a legal claim.
5. Should we use the child’s information other than with your consent, you can object to our doing so.

**IF THE CHILD HAS SUFFICIENT MENTAL CAPACITY THE ABOVE RIGHTS ALSO APPLY**

To exercise your rights, please contact us at:

Data Protection Team, RSPCA, Wilberforce Way, Southwater, Horsham, West Sussex, RH13 9RS

Or email: data.protection@rspca.org.uk

**Your declaration**

**Name of child referred - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please indicate yes or no below**

I confirm I have the authority and right to provide the information about the child **YES/NO**

**I have read and understood the information given in this privacy notice and consent to the personal information you may collect about my child/ward being used by the RSPCA for:**

Assessing suitability for the programme  **YES/NO**

Supporting children and monitoring their progress  **YES/NO**

Evaluating and improving the programme  **YES/NO**

Making contact with further animal welfare activities to be done at home with the child **YES/NO** 

Improving the RSPCA’s training, education and campaigns relating to animal welfare **YES/NO** 

I understand I have the right to withdraw my consent at any time by contacting the RSPCA’s Data Protection Team whose contact details are as listed above. **YES/NO**

I understand that if I have not marked a box above, my personal information will not be used by the RSPCA for the purposes above. **YES/NO**

Name.....................................

Signed.................................

Date......................................