

CONFIDENTIALITY AND DATA STATEMENT

The Youth Employability Service (YES East Sussex) is delivered by CXK and commissioned by East Sussex County Council

Please take time to read the following and discuss with your YES adviser.

- YES East Sussex will not share details of your sessions with other people unless we have reason to believe that you or someone else is at risk, there is a threat to life, or you have told us about illegal activity. At times we may ask and get your permission for us to share information with, for example another professional you are working with, to help give you a better service.
- If we believe that there is a risk, threat to life or something illegal has happened, we may need to pass on information to others with or without your permission, in order to keep people safe or comply with the law.
- Details of sessions and actions taken to support you, will be held securely on a client database – this is owned and managed by East Sussex County Council. You have the right to see and correct any information that is kept about you.

If you would like to see our Privacy and Personal Data Protection Policy, please go to: <https://www.cxk.org/about-us/policies/>. This includes details on your rights and how to get in touch with any questions or concerns.

By continuing to receive support from YES East Sussex, you understand and accept the following:

- ✓ **I agree that you can hold my personal information on the secure database.**
- ✓ **I understand that YES will not share details of our sessions without my consent unless there is a risk of harm, threat to life or illegal activity.**
- ✓ **I know how to get in touch with YES or CXK if I have any questions.**