



# MoCoCo House

## PRIVACY POLICY

July 2020

We are committed to review our Privacy Policy when legislation changes.	
Last Reviewed:	13/07/2020
Signed:	



**MoCoCo**  
— HOUSE —



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## **1: What is our Privacy Policy?**

MoCoCo House needs to gather and use certain information about individuals. These can include Young People/ Young Adults, Employees, Social Workers and organisations that MoCoCo House have a relationship with or may need to contact.

This Policy explains how we collect and use 'Young People's' personal information and how we keep it secure.

If you have any questions regarding this Policy and our privacy practices you can contact us via email at [mococo.staff@gmail.com](mailto:mococo.staff@gmail.com) or by writing to us at MoCoCo House, 75-79 Wheelock Street, Middlewich, CW10 9AE or Alternatively, you can telephone us on 01606 835579.

## **2: Who are we?**

MoCoCo House is a semi-independent unit that cares for Young People ages 16-24 who have primarily been in the care system. MoCoCo House seeks to empower Young People on their journey to independence and in doing so, we have a need to collect personal information about our Young People.

We are a part of **Middlewich Community Church** which is a church based in Middlewich that not only has church services on a Sunday, but also offers various weekly groups to our community. The Church also runs a conference centre called Canalside Conference Centre which operates from the same building.

**Middlewich Community Church and MoCoCo House** is a registered charity (no.1051786). The registered address is Middlewich Community Church, 36 Brooks Lane, Middlewich, CW10 0JG.

## **3: How do we collect information about our Young People?**

Upon the arrival of a new referral (Young Person) we undertake an induction meeting with both the Young Person and a representative from Local Authority, where we gather the required information about the Young Person, in order to care for them adequately whilst in our care.

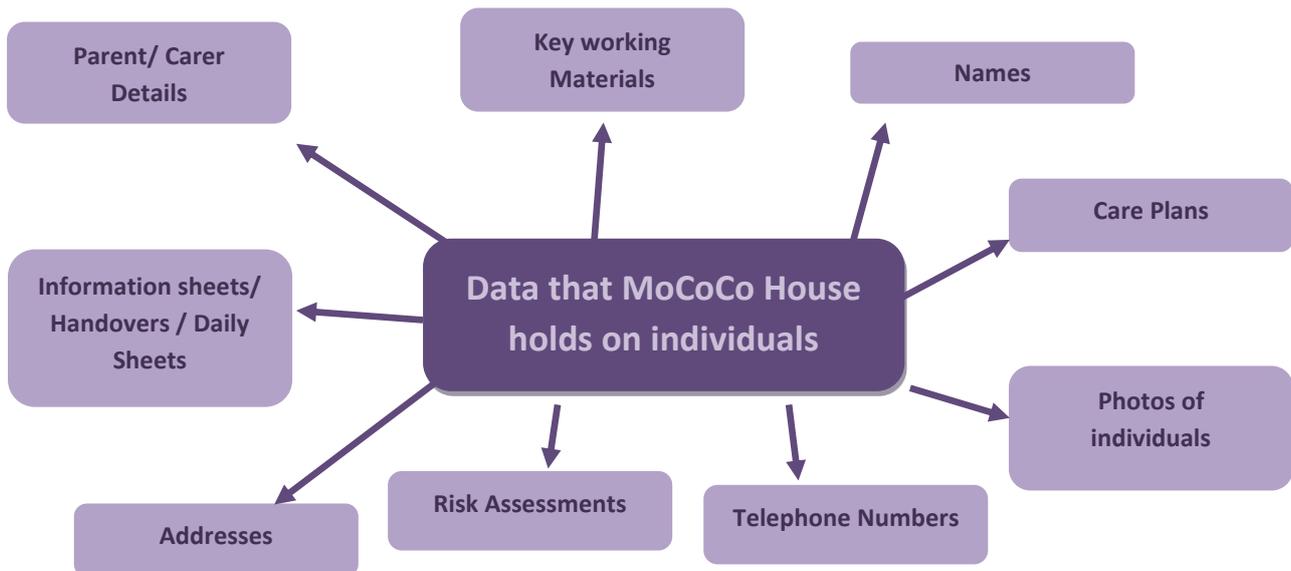
***For a copy of what information is gathered in these meetings, please see Appendix A***

Other information is obtained about the Young Person for the period they are in our care. This information can come from Local Authority or data collected by MoCoCo House Staff for the purpose of safeguarding our Young People effectively.



#### 4: What Information is collected about our Young People and how is it used?

We are legally required to hold some types of information to fulfil our statutory obligations. We will hold Young People's personal information on our systems for as long as is necessary, or as long as is set out in any relevant agreement you hold with us. As MoCoCo House is dealing with Young People, it is important to keep some information for long periods of time. In the event of an allegation it is vital that we hold data that could help protect a Young Person or a Staff member working at MoCoCo House.



<b>Personal Information:</b>	<b>Purpose:</b>
<b>Full Name:</b>	This is vital Information required upon moving into MoCoCo House. Names are protected within the house by using initials only in log books and emails etc.
<b>Date of Birth:</b>	Vital Information required.
<b>Telephone Numbers:</b>	Young People and staff have a need to keep in contact in order to safeguard an individual when out of the house.
<b>Language/Race/Religion:</b>	This is vital Information that is needed in order to cater for a Young Persons specific needs whilst residing at MoCoCo House.
<b>National Insurance Number:</b>	To support our Young People into work and to keep important information on behalf of the Young Person, if required.
<b>Legal Status:</b>	MoCoCo House need to know what a Young Person's legal status is in order to know who to contact and any conditions the Young Person has.
<b>Parent/ Family Details:</b>	This is vital information to safeguard a Young Person. We also need to hold this information in the case of a missing from home episode, where staff would contact everyone involved with the Young Person. This information would be shared with all relevant agencies such as the police in such circumstances.
<b>Next of Kin:</b>	Vital Information needed in an emergency. This would usually be Local Authority.
<b>Allergies/ Medication Taken:</b>	MoCoCo House has a need to understand if a Young Person is taking any medication and if they have any allergies in order to safeguard them from harm.





## ***6: How can you access and update Young People's information?***

You have the right to request details about any personal information that we store about yourself and how it is used.

The accuracy of the information we store about you is important to us as it enable us to provide you with the best service we can. You have the right to ask us to change information we hold about you that you believe is inaccurate or out of date.

To request a copy of a Young Person's personal information or request a change to the personal information we store about a Young Person, please contact us via email at [mococo.staff@gmail.com](mailto:mococo.staff@gmail.com) or by writing to us at **MoCoCo House**, 75-79 Wheelock Street, Middlewich, CW10 9AE or Alternatively, you can telephone us on 01606 835579.

We will provide and update any personal information free of charge and within 30 days, this can be extended up to 2 months in more complex cases, however in such cases you will be notified of the extended response period.

As a security measure, you may be asked to verify that you have the authority to request personal information about a Young Person, or that you have their permission to do so in cases where you are responsible for someone else.

## ***7: How Long do we keep Young People's information?***

We comply with our legal obligations for the retention and deletion of personal information. We shall not keep personal information for longer than is necessary by law for the purpose for which it was originally collected.

Some information such as, daily sheets, handovers, information sheets and log books will be archived in the case an allegation is made in the future; this data will be essential in such cases.

## ***8: Young People's 'Right to be Forgotten'***

You have the right to request that we erase all personal information we store about a Young Person unless we are required by law to keep it. To request erasure of your personal information please contact us via email at [mococo.staff@gmail.com](mailto:mococo.staff@gmail.com) or by writing to us at **MoCoCo House**, 75-79 Wheelock Street, Middlewich, CW10 9AE or Alternatively, you can telephone us on 01606 835579.



## 9: Security

We take the security and protection of any personal information that you entrust to us very seriously.

We have security precautions in place to protect the loss, misuse or alteration of your information. When you provide us with personal information, we take steps to ensure that it's treated securely and is used as explained to you at the point of collection.

Any non-sensitive detail such as your email address is transmitted normally over the Internet which can never be guaranteed to be 100% secure. While we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## 10: Consent

By giving us any personal information, you are agreeing to our use of that information as outlined in this Privacy Policy.

*For more information on how we collect and store data, please request to see our Data Protection Policy.*



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# MoCoCo House

## DATA PROTECTION POLICY

We are committed to review our Data Protection Policy when legislation changes.

Last Reviewed:	13/07/2020
Signed:	



MoCoCo HOUSE

MoCoCo House. Data Protection Policy. February 2017. Updated August 2019



*Appendix A:*

# MoCoCo House

YOUNG PERSON  
INDUCTION PACK



Name:	<input type="text"/>
Flat:	<input type="text"/>



# MoCoCo House

## INDUCTION INFORMATION

<b>Full Name:</b>			<b>PICTURE TAKEN OF THE YOUNG PERSON?</b>  <b>YES/NO</b>
<b>Date of Birth:</b>			
<b>Flat Number:</b>			
<b>Moved In:</b>			
<b>Length of placement?</b>			
<b>Local Authority:</b>		<b>Legal Status:</b> Section:	
	Under 18 / Over 18		

<b>National Insurance Number:</b>	
<b>Forms of Identification:</b> (Circle/Highlight)	Passport / Driving Licence / Birth Certificate

<b>Young Person's Telephone Number:</b>	
<b>Young Person's Email:</b>	

<b>Language and Nationality:</b>			
<b>Country of Birth:</b>		<b>Place of Birth:</b>	
<b>Nationality:</b>		<b>Languages spoken:</b>	

**Family Members:**

	<b>Mother:</b>	<b>Farther:</b>
<b>Full Name:</b>		
<b>Telephone Number:</b>		
<b>Address:</b>		
<b>Contact:</b>	YES/NO	YES/NO

<b>Brother(s) Name (Age):</b>	<b>Sister(s) Name (Age):</b>	<b>Grandparents:</b>
Tel:	Tel:	Tel:

**Professionals Involved in Care:**

<b>Name:</b>	<b>Role:</b>	<b>Telephone:</b>	<b>Email:</b>
	Social Worker		
	Personal Advisor		
	Social Worker/PA Manager:		
	Health Nurse (LAC)		

**Previous Placement prior to MoCoCo House:**

<b>Foster Carer/ Placement Name:</b>	<b>Length of Placement:</b>	<b>Other information:</b>

**Clothes:**

Underwear:	YES/NO	Quantity:	x
Socks:	YES/NO	Quantity:	x
Tops:	YES/NO	Quantity:	x
Jeans/ trousers:	YES/NO	Quantity:	x
Shorts:	YES/NO	Quantity:	x
Jumpers:	YES/NO	Quantity:	x
Nightwear:	YES/NO	Quantity:	x
Smart clothes (interviews):	YES/NO	Quantity:	x
Trainers:	YES/NO	Quantity:	x
Smart shoes:	YES/NO	Quantity:	x
Coat:	YES/NO	Quantity:	x

**Any Items needed for flat:**

--

**I currently Need Help with: (x)****(X)****(X)**

Managing Money:	<input type="checkbox"/>	Keeping my flat clean:	<input type="checkbox"/>	Food shopping:	<input type="checkbox"/>
Cooking:	<input type="checkbox"/>	Planning my day:	<input type="checkbox"/>	Anxiety:	<input type="checkbox"/>
Controlling Anger:	<input type="checkbox"/>	Substance Misuse:	<input type="checkbox"/>	Mental Health/Well-being:	<input type="checkbox"/>

# MoCoCo House

## HEALTH INFORMATION

### Medical Overview:

Allergies:	YES/NO	
Eye Colour:		
Hight:		Last Updated:
Weight:		Last Updated:

### Current Medication:

What medication?	Reason:	When did it start?	When does it finish?

### Previous Health Service:

### Service Name:

Doctor:	
Dentist:	
Optician:	
Mental Health:	
Other:	
Other:	

### I need Support with the following health needs:

(X)

Booking appointments:		Attending appointments:		Contraception:	
Sexual Health:		Personal Hygiene:		Pregnancy:	



# MoCoCo House

## WORK AND EDUCATION

Currently NEET?	YES/NO	Current concerns about Attendance:	YES/NO
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Current Job/ Course	
Where?	

Educational History:	
	Name
Primary School(s):	
Secondary School(s):	
College(s):	

Qualifications:				
	Grade:	Type of Qualification (GCSE, BTEC, A Level)	Date Achieved:	Copy of Certificate? (Y/N)
Mathematics				
English Language				
English Literature				
Science				



# MoCoCo House

## YOUR CONSENT

### Shared Information Consent:

I understand that some information may need to be shared with other professionals and agencies to promote my welfare and individual needs. I, therefore, give my permission for MoCoCo House to share any relevant information with others where necessary.

Young Person Signature:

Date:

### Consent to Photographs:

In accordance with our child protection policy, we will not permit photographs, video or other images of children and young people to be taken without the consent of the parent/carers/child/young person.

MoCoCo House will take all steps to ensure that any images taken are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform MoCoCo House immediately. If we upload any images to our social media pages, we will only do so with your consent. **Please sign below to consent that you are happy for MoCoCo House to take pictures.**

Young Person Signature:

Social Worker:

Date:

Social Worker/PA  
Signature:

### Infection Control

Please be aware that our Young People in the building come from many different backgrounds who may have not had their full immunisations. This means we all need to do our bit at MoCoCo House to reduce the risk of cross contamination.

#### What we ask from you:

- Attend any health screening appointments for any conditions that you have.
- Report any health concerns to staff at MoCoCo House who will support you to see a Doctor or other relevant health professionals.
- Do not share personal belongings such as hairbrushes, nail clippers, toothbrushes, towels etc
- Keep your flat clean and tidy using the correct cleaning products.
- Empty your bins regularly
- Wash your hands regularly, especially if you are feeling unwell to reduce the spread of infections within the house. You can also use the hand sanitisers located around the building to keep your hands clean.
- Do your clothes washing regularly on your allocated day.
- Be mindful that the Training Room is a shared space for both Young People and Staff which raises the risk of infections. If you are unwell, try to spend time to recover in your flat and staff will do regular welfare checks to see how you are.

Please sign below to agree that you will do your best to help reduce the risk of infections within the house.

Young Person Signature:

Date:

