

Privacy Notice – Creating Effective Generations (CEG)



Centre Name	Creating Effective Generations (CEG)
Approved/Reviewed by	Charlie Aston
Last Review Date	07/01/2026
Date of Next Review	07/01/2027

Who We Are

Creating Effective Generations (CEG) provides mentoring, support, and safeguarding services for children, young people, and families.

What Information We Collect

We may collect and use the following types of personal data:

General Personal Data

- Name, address, and contact details
- Date of birth
- Family and household information
- School or other professional involvement

Sensitive (Special Category) Data

- Safeguarding concerns
- Health and wellbeing information
- Risk assessments
- Information shared during mentoring sessions (including disclosures)

Service Data

- Session reports and case notes
- Referral information
- Communication with professionals (e.g. schools, social workers)

How We Use This Information

We use personal data to:

- Deliver mentoring and support services
- Monitor progress and wellbeing
- Keep accurate session records and reports
- Assess risk and support safeguarding decisions
- Work with other professionals where appropriate

Session reports are used to ensure consistent, safe, and effective support and may include observations, progress updates, and any concerns discussed.

Lawful Basis for Processing

We process data in line with the UK GDPR and the Data Protection Act 2018 under:

- Public task (supporting safeguarding and welfare)
- Legitimate interests (providing mentoring services)
- Safeguarding and health/social care purposes

Important:

Where safeguarding is concerned, we do **not rely on consent** to use or share information.

Safeguarding and Information Sharing

The welfare of the child or young person is our priority.

We may share information **without consent** where:

- A child or young person is at risk of harm
- A disclosure of abuse is made
- There is a safeguarding concern
- It is necessary to prevent or detect crime

This information may be shared with:

- Social Care
- Police
- Health professionals
- Schools or other safeguarding partners

Sharing Information with Parents/Carers

We aim to work openly with parents and carers. However:

- Session reports are **not routinely shared in full with parents**
- This is to maintain trust and allow young people to speak openly

We may limit what is shared with parents where:

- It could place the young person at risk
- It could affect a safeguarding process
- Sensitive disclosures have been made

Decisions are made on a case-by-case basis, prioritising safety and professional guidance.

How We Store and Protect Data

We take data security seriously:

- Paper records are stored securely in locked cabinets
- Electronic records are password-protected and access-restricted
- Only authorised staff can access information
- Data is not stored on personal devices unless secure and approved

How Long We Keep Data

We only keep data for as long as necessary.

Safeguarding records may be retained longer where:

- There is a history of risk
- It is required for legal or safeguarding reasons

Your Rights

Under data protection law, individuals have rights including:

- The right to access personal data
- The right to request corrections
- The right to request restriction of processing in certain circumstances

Some rights may be limited where:

- It could put a child at risk
- It may affect a safeguarding investigation
- It involves third-party information

Accessing Your Data

You can request access to your data (a Subject Access Request).

We will respond in line with legal requirements but may restrict information where necessary to protect a child or others.

Concerns or Complaints

If you have concerns about how your data is handled, please contact CEG in the first instance.

You also have the right to contact the Information Commissioner's Office (ICO).

Contact

For any questions about this privacy notice or your data, please contact Creating Effective Generations (CEG).

01614259625

info@cegprogramme.com

Key Information Summary

- We keep records of mentoring sessions, including notes and concerns
- We prioritise the safety and wellbeing of the young person
- Information may be shared without consent where safeguarding requires it
- Full session details are not routinely shared with parents

This privacy notice is reviewed regularly and was last updated in line with our Data Protection Policy (January 2026).