

## Teen Life Application Form

To apply for a place on the Teen Life Programme, please complete this form.

Three places are allocated to each family: **two** for parents/carers and **one** for a supporting professional (such as a teacher or family support worker). Places will be offered to families on a first come-first served basis.

1. Name(s) of parent(s) / carer(s) wanting to attend the Teen Life Programme:

2. What is your relationship to the child/teen?

Please select at most 2 options.

- ☐ Mother
- ☐ Father
- ☐ Other family member
- ☐ Carer(s)
- ☐ Other

3. Home address:

4. Contact telephone number:

5. Contact email address:

**6. Details of Child / Young Person**

Name(s):

**7. Details of Child / Young Person**

Date(s) of birth(s):

**8. Details of Child / Young Person**

School/setting(s) and year group(s):

9. My child / young person:

- ☐ Has a diagnosis of Autism
- ☐ Is on a diagnostic pathway for assessment for Autism

**10. Is there a supporting professional that you would like to attend the sessions with you?**

**For example, a teacher, family support worker or teaching assistant.** *Please note, if your child / young person is attending a school setting, we will offer this place to a member of school staff unless you request otherwise.*

11. Any other significant information relevant regarding your child / young person, family or school situation:

12. Is there anything that you need to support your access to the Teen Life programme? For example, do you require an interpreter, a signer, lift access or sensory considerations?

## EarlyBird, EarlyBird Plus and Teen Life Privacy Notice

### 1. Introduction

This notice provides additional privacy information regarding information gathered for the parent programmes EarlyBird, EarlyBird Plus and Teen Life.

We will keep our privacy notice under regular review and will advise you of any updates on our website. **This Notice was last reviewed in (January 2022).**

**2. Who we are?** For the purposes of Data Protection legislation, Newcastle City Council is the Data Controller.

**3. What type of personal information do we collect?** We may collect the following types of personal information:

- Your name
- Your child's name
- Your address
- Your child's school name
- You telephone numbers
- Your email address
- Your child's date of birth
- Details of your child's diagnoses

**4. How do we collect personal information?** We may collect your personal information in the following ways:

- In person
- In writing – for example application form or email
- Telephone calls

## Continued

**5. Why do we collect your personal information?** We need to collect this information so that we are able to contact you about the parent programmes that you have applied for and to let you know about arrangements regarding their organisation. We also need to store this information so that we are able to respond to queries that you have and to ensure that you are offered a parent programme that suits your child's needs.

We keep a list recording who has attended each programme. The list will include your child's name, their school, the name of the programme attended and whether a member of school staff attended. This is so we can track who attends the programmes and which settings they attend.

We may also use anonymised demographic data and evaluative data gathered from you during and following the EarlyBird, EarlyBird Plus and Teen Life programmes in order to report to members of Newcastle City Council and the National Autistic Society about the effectiveness and impact of the programmes. This data is always anonymised when reported.

**6. Who might we share your personal information with?** We may share with your child's school and professionals that work with your child that you have applied/are attending a programme. We will not, however, share any of your other personal information with any other third parties unless you have specifically asked us to do so or unless we are legally obliged to do so.

**7. How long will we keep your personal information?** We will hold your personal information from your application form for up to three years following the completion of the EarlyBird, EarlyBird Plus or Teen Life programmes.

We keep a list of previous attendees (referred to in section 5) until your child has reached the age of 25 years.

**8. What is our legal basis for using your personal information?** To use your personal information there must be a lawful basis to do this, such as, through a contract, performing a public task or where there is a legal obligation. Our legal basis is that you have given consent for us to hold your information. This privacy notices informs you of what we do with your data and why we hold it. You can withdraw consent for us to hold your data at any point, by contacting us. The best way to do so is by emailing us at [teenlife@newcastle.gov.uk](mailto:teenlife@newcastle.gov.uk) or telephoning us on 0191 277 4577.

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**9. How do we keep your personal information secure?** Information provided to the EarlyBird/Plus and Teen Life team is stored securely on a database on a secure network and any paper forms will be stored in a locked filing cabinet in a locked room.

**10. Is your personal information used overseas?** Your personal data will not be shared with any person or organisation overseas.

**11. What are your rights?** Your individual rights are set out in law. Subject to some legal exemptions, you have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relating to automated decision making and profiling

**12. Contact us** If you would like to exercise your rights in relation to your personal information, or you feel that something has gone wrong with your personal information, you can contact us in either of the following ways:

By email: [dataprotection@newcastle.gov.uk](mailto:dataprotection@newcastle.gov.uk) By telephone: 0191 2116500

If you feel that the Council has not handled your information correctly you can contact the Information Commissioner's Office (ICO). The ICO is the Government's Independent Body responsible for overseeing data protection. In most cases the ICO will only review cases that have exhausted the Council's internal procedures. The ICO's contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. More information can be found on the ICO's website at [www.ico.org.uk](http://www.ico.org.uk).

13. I have read and agree to you holding and processing my information in the ways specified above:

- ☐ I agree
- ☐ I do not agree

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