Directorate of Social Services

Access to information for Children and Families

Introduction

We all have a general right to access information that is held about us.

Your right of access to information

The Data Protection Act 1998 gives you the right to see what information we have about you.

Information may be in a paper file or on a computer.

Keeping information confidential

We are committed to keeping information confidential. We would not share your information with anyone else without your permission. We cannot share information on your file with you that has been given to us by other people in confidence, without their agreement.

There are a few other situations in which we could not show certain parts of the file to you, such as when someone might suffer serious harm as a result.

Information about you will not be passed on to anyone else unless they need it to do their job and only with your permission, if that is practical. For example, other people who work with you, such as a carer or nurse will need to know something about your needs so that they can care for you properly.

Apart from this sharing of routine information which you will already know about, we will not pass on any information about you to anyone without your permission except in specific circumstances such as when we are required to do so by Law.

Formal requests for information

If you make a request in writing to see information we have about you we have a duty to provide this to you within 40 days. Sometimes this may take longer and we will explain why to you.

One of the things we will do during the 40 days is ask people who have given us information in confidence their view as to whether that information should be given to you.

Children

Children have a right to see information we hold concerning them. If a child is old enough to understand the information then we cannot let a parent see it unless the child gives permission.

Right to change the information

If you can show that any of the information we hold is incorrect then we must put it right. If you consider that it is incorrect but we cannot reach an agreement on what it should say then your comments on the information will be added.

Appeals and complaints

If you disagree with any decision we have made then you can use the complaints procedure, details of which are in the leaflet "How to make a Complaint about our Services" available from any Social Services Office.

Charges

You are entitled to a copy of the information about you. For processing requests there will be a maximum charge of £10.

Useful Links

You can find more information on your rights to access information on the following web site -

http://www.informationcommissioner.gov.uk/eventual.aspx?id=34

For more information contact:

Children & Young People Services
Intake and Family Support Team
Haydock House
1, Holton Road
Barry, CF63 4HA
Tel: 01446 725202

This information may also be provided, by request, in other languages, in larger print and audio version. Please contact the Innovation and Information Team on Tel: 01446 704814 to make arrangements.

Cyfarwyddiaeth Gwasanaethau Cymdeithasol

Gwybodaeth sydd ar gael i Blant a Theuluoedd

Cyflwyniad

Mae gan bob un ohonom yr hawl i weld gwybodaeth a gedwir amdanom.

Eich hawl i weld gwybodaeth

Mae Deddf Diogelu Data 1998 yn rhoi'r hawl i chi weld y wybodaeth sydd gennym amdanoch.

Gallai'r wybodaeth fod mewn ffeil bapur neu ar gyfrifiadur.

Cadw gwybodaeth yn gyfrinachol

Rydym wedi ymrwymo i gadw gwybodaeth yn gyfrinachol. Ni fyddem yn rhannu eich gwybodaeth chi gydag unrhyw un arall heb ofyn am eich caniatâd yn gyntaf. Ni allwn rannu gwybodaeth gyda chi sydd yn eich ffeil ac a roddwyd i ni gan bobl arall yn gyfrinachol, heb gael eu cytundeb nhw yn gyntaf.

Mae rhai sefyllfaoedd eraill yn bodoli lle na fyddai modd i ni ddangos rhannau penodol o'r ffeil i chi, megis pan allai rywun ddioddef niwed difrifol o ganlyniad.

Ni throsglwyddir gwybodaeth amdanoch chi i unrhyw un arall oni bai bod ei hangen arnynt i gyflawni eu swydd a dim ond ar ôl sicrhau eich caniatâd chi, os yw hynny'n ymarferol. Er enghraifft, bydd angen i bobl arall sy'n gweithio gyda chi, fel gofalwr neu nyrs, wybod rhywbeth am eich anghenion er mwyn iddynt allu gofalu amdanoch yn gywir.

Ac eithrio rhannu'r wybodaeth hon, y byddwn yn gwybod amdani yn barod, ni fyddwn yn trosglwyddo unrhyw wybodaeth amdanoch i unrhyw un heb eich caniatâd, oni bai mewn amgylchiadau penodol fel y rhai pan fydd yn rhaid i ni wneud hynny yn ôl y Gyfraith.

Ceisiadau ffurfiol am wybodaeth

Os byddwch yn gwneud cais ysgrifenedig i weld gwybodaeth sydd gennym amdanoch, mae gennym ddyletswydd i ddarparu'r wybodaeth hon i chi cyn pen 40 diwrnod. Weithiau, bydd yn cymryd mwy o amser a byddwn yn esbonio'r rheswm pam i chi.

Un o'r pethau y byddwn yn ei wneud yn ystod y 40 diwrnod yw gofyn i bobl sydd wedi rhoi gwybodaeth i ni yn gyfrinachol, am eu barn ynghylch a ddylid rhoi'r wybodaeth honno i chi.

Plant

Mae gan blant yr hawl i weld gwybodaeth sydd gennym amdanynt. Os bydd plentyn yn ddigon hen i ddeall y wybodaeth, ni allwn ganiatáu bod rhiant yn ei weld oni bai bod y plentyn yn rhoi eu caniatâd.

Yr hawl i newid y wybodaeth

Os byddwch yn gallu dangos bod unrhyw ran o'r wybodaeth a gadwn yn anghywir, rhaid i ni ei chywiro. Os ydych o'r farn ei bod yn anghywir, ond os na allwn ddod i gytundeb ynghylch yr hyn y dylai ei nodi, ychwanegir eich sylwadau am y wybodaeth.

Apeliadau a chwynion

Os na fyddwch yn cytuno ag unrhyw benderfyniad a wnaethpwyd gennym, gallwch ddefnyddio'r weithdrefn gwyno, a nodir manylion y weithdrefn hon yn y daflen "Sut i Gwyno" sydd ar gael gan unrhyw Swyddfa Gwasanaethau Cymdeithasol.

Taliadau

Gallwch gael copi o'r wybodaeth amdanoch. Codir uchafswm o £10 am brosesu ceisiadau.

Cysylltiadau Defnyddiol

Gallwch weld rhagor o wybodaeth am eich hawliau i weld gwybodaeth ar y wefan ganlynol –

http://www.informationcommissioner.gov.uk/eventual.aspx?id=34

Am ragor o wybodaeth, cysylltwch â:

Gwasanaethau Plant a Phobl Ifanc
Tîm Derbyn a Chymorth Teuluol
Ty Haydock
1, Holton Road
Y Barri, CF63 4HA
Ffôn: 01446 725202

Gellir darparu'r wybodaeth hon mewn ieithoedd eraill, mewn print mwy, ar dâp neu fel fersiwn wedi'i symleiddio hefyd trwy wneud cais. A fyddech gystal â chysylltu â'r Tîm Polisi a Gwybodaeth ar: 01446 704814 i wneud trefniadau.