

Dear young carer and parents/carers

**Sheffield Young Carers Register**

Sheffield City Council (the Council) wants to make sure all young carers in Sheffield receive the help and support they need and deserve.

**Who is a young carer?**

A young carer is a person under 18 who helps to look after family members who have disabilities, long term physical illnesses, mental illnesses or issues with drugs or alcohol. Young carers help their families in different ways, providing practical, personal and/or emotional support. There can be lots of good things about being a young carer, like learning skills, but we know sometimes it can be hard and affect their education or health too.

**Why does the Council have a Young Carers Register?**

Under the Children and Families Act 2014, the Council has a duty to ‘take reasonable steps to identify the extent to which there are young carers within their area who have needs for support. To help us do this, we have developed a Young Carers Register so that we know who the young carers are in our city. It will help us make sure we help young carers get the support they need to be able to manage and do well in their own lives.

**How will your name get added to the Council’s Young Carers Register?**

To help us know who our young carers are, the Council will ask all local schools and other services working with young people and families to share information about any young carers they are working with. This means, if you are getting this letter, your name is going to be added to the Young Carers Register unless you are no longer a young carer or decide to opt out (see below for more details about this). Under General Data Protection Regulation, the Council need to request information about young carers in order to fulfil the “Public Task” of identifying and supporting young carers.

**How will this help me as a young carer?**

We want to work with you, with schools and other services so we know what kind of support you need to help you manage your caring responsibilities, stay well, do your best in education, and enjoy your life too. Once you are on our register, we will be able to help you get practical and/or emotional support for you and for your family, if you need it now or in the future.

**What will happen to my information?**

We will keep your information safe and only share it if and when it is necessary to get you help and support. Information will be shared within the Council and with our partners such as the Multi Agency Support Team (MAST), schools, Sheffield Young Carers, Sheffield Carers Centre and health services. This is to make sure you receive appropriate support, and the best help and advice possible.

We’ll keep your information whilst you are a young carer and then delete any data relating to you by your 26th birthday. Following your 18th birthday, if you’re still caring for someone, your information will be passed to Sheffield Carers Centre which provides support for adult carers.

**Who should I contact about my data or the register?**

You have rights under Data Protection law. Your school / worker will register you but, if you don’t want to be added to the register, you can tell us. For further details about your legal rights, the contact details of our Data Protection Officer and your right to make a complaint please see: <https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice>

Best wishes

Sheffield City Council