

City of San José Youth Intervention Services Data Privacy Notice

1) Purpose of the data

1. Provide the youth services and connect youth with partner programs
2. Deliver case management, incident prevention and suppression, and other youth services
3. Support the educational, health, and life outcomes of San José youth and their families

2) Authorized Uses

YIS and its partners will only use the personal information collected to:

1. Create service plans that support the positive educational, health, and life outcomes of San José youth and their families
2. Provide youth services through Youth Intervention Services (YIS) and partner programs
3. Contacting the families, schools, and youth enrolled in YIS programs (YIS and partner programs)
4. Prevent and de-escalate incidents around schools and YIS programs, or involving youth

3) Restricted Uses

YIS and its partners **will not** use this data to:

1. Inform City law enforcement of past or ongoing youth activity except in the case of life-threatening danger as determined by YIS or required under a court order
2. Share with federal immigration authorities or use in the investigation of any matter related to immigration status of a San José resident

4) Data Collection

Type of information collected includes

1. Name, gender identity, age, address, and other demographic and contact information
2. Data on Case Management Intervention services such as program enrollment, individual service plans, and case notes
3. Other information provided by the youth, their families, their school, and service partners

5) Notice

More details on the Data Usage Policy are available online at sanjoseca.gov/digitalprivacy.

6) Retention

Personal information will be kept for at least 2 years by YIS, but may be retained for longer if required by a government agency or grant provider, or if the youth and/or their family remains involved with the YIS and its partner programs.

7) Access and Accuracy

Individuals, their families and/or designated guardians, and their schools may request staff from YIS to correct or update any information stored on that individual. YIS will review the request and correct any inaccurate information stored in the YIS database.

8) Sharing

Personal information collected by YIS will only be made available to partner service providers with a documented sharing agreement that requires all parties to follow the authorized and restricted uses listed in this document.