

BSARCS Privacy Notice - child/ young person

BSARCS believes that your safety, confidentiality and ability to make your own decisions is extremely important and we want to be open and clear about how we record and use the information we hold about you.

When we start to work with you we will agree who will be involved in your support and who we may talk to about your situation. We will also explain to you the limits of confidentiality in relation to what you tell us.

In order to support you we need to store information about you and the work that we do with and for you. Most of the information that we collect will be given to us by you but sometimes we also record information about your situation which is provided by someone else, for example your parent/guardian or another organisation. If you believe that the information we hold is wrong, then you have the right to ask us to amend it.

Our funders require some information to create a picture of the work that we do and the people that we work with, we provide this information to them in a way which does not identify you. We may also use anonymous data to show the need for our services and anonymised feedback about our service in the same way. If there is personal information that you'd prefer us not to share in this way, you should discuss this with your worker.

We will not hold your information for longer than necessary and will remove your records from our systems when you have had no contact with us for 10 years or when you reach the age of 18 (whichever is later). If you have been 'looked after' by the local authority then we will keep your records for much longer.

You have the right to access your records and you have the right to change your mind about what data we hold about you.

Again, this is something that you should discuss with your worker or with BSARCS Data Protection Officer who can be contacted by telephone on 01226 320140 or by email to info@bsarcs.org.