

You have the right to see the information that we are keeping about you. If you would like someone to support you to go through the information please let us know, because we understand that accessing this personal information may bring up memories of things that are upsetting.

For more information about your rights, visit the Information Commissioner's website - <https://ico.org.uk/your-data-matters/>

What if I have more questions or I want to access my information?

The best thing is to talk to the worker who is helping you and they will be able to answer your questions. If you decide that you want to access your records, you can contact our Data Protection team, email data.protection@suffolk.gov.uk

This leaflet is a summary of how we manage your information

If you want to see the full details please read the Children's Services privacy notice.

The privacy notice has been written for adults. You may want to talk through the document with your worker, so that they can answer any questions you have about what's in it. The privacy notice is available online at - www.suffolk.gov.uk/CYPprivacynotice

How we keep **your** information private

This leaflet provides a summary of how we manage your information.

Introducing our services

Suffolk County Council has many services that provide help and support to children and young people like you. Because our staff are working with you, it's important that we explain how we keep the information that you tell them private, and how our services – called Children's Services - make sure that you get the right help to make things better and keep you safe.

What is personal information?

Personal information is information about you that allows us to identify you, for example, your name, your birthday or your home address. Sometimes, it will include details about your life and your family too.

Who has information about me?

You will talk to the person who is working with you and during those conversations they will be recording your personal information. We may also speak to your parent or carer.

The worker will save what you tell them on our computer and IT systems. Sometimes it will be basic information like name, address and contact details. When things are more complicated the information will go into much more detail about what is happening in your life and with your family.

The reason we need to know all these personal details is so that we really understand what's going on and can help you find solutions to the problems.

Who do you share information with?

Sometimes we will need to share information about you with other people and services. This is because you need help from someone who has specialist skills and knowledge. But we will only do this when it is necessary, and we will still respect your privacy and keep your information secure.

We also have a responsibility to keep you and other children and young people safe. If we believe that you or someone else is at risk of being harmed, we will pass that information onto someone who can take action quickly to stop that from happening.

Where do you keep the information

Some of the information is written down, but most of it is stored securely on computers and IT systems.

How long do you keep the information for?

It depends on the information. Often we keep it until you are 25 years old, but sometimes we need to keep it longer because there are government laws that say how long the information must be kept.

What are my rights?

You have all the same 'rights' when it comes to your personal information as adults do. If you think that there is something wrong with the information, you can tell us and we will talk to you about what we can change, or reasons why we have recorded that information about you.