

SCHOOL COUNSELLING SERVICE / OTHER THERAPEUTIC BASED SERVICES PRIVACY NOTICE: STUDENTS 10 - 12 YEARS OLD

Important

Your school has arranged for me to provide you with counselling. I am employed by the Brentwood Catholic Children's Society (**bccs**), which is the organisation that gives counselling and other therapeutic based services to the students at your school.

It is important that we can have honest conversations about you, other people and your feelings. What we discuss is confidential and I will ensure my notes of our sessions are kept safe. We will not share what you tell me other than for the reason I explain below.

The law protects your information and gives you special rights.

If you have any questions about this document or your information, please let me know.

The information we keep about you

We hold the following information about you

- Your name, birthday, form/year group, school, home address, telephone number, family members or carers.
- People like your teachers, doctors and social workers who look after you and your family.
- Information shared by you or others (such as your school) when you receive counselling. This may include sensitive information about you.

The information which we hold comes from you, your family, your school and other people who look after you or your family.

What we do with your information

We may use your information for the purposes below:

- Providing you with counselling / other therapeutic based services.
- Organising our counselling and other therapeutic based services in your school.
- Making sure that we obey the law.
- Taking steps to protect you or anyone else from being hurt.
- Responding to complaints or legal proceedings.

We make sure we obey the laws about how we use your information. We only use your information when we need to provide you with confidential counselling, organise our counselling and other therapeutic based services, protect you or someone else from harm, obey the law and to keep records about the services we provide.

We do not need your agreement to use or hold your information.

Who we share your information with

We may need to share your information:

- With people like teachers, doctors and social workers who look after you and your family.
- With your school in order to ensure that you are protected from harm and / or your wellbeing is protected.
- The organisations which make sure that practitioners look after students safely and properly.
- When we are worried that you or someone else may be hurt, we may need to tell the police, a doctor or other people whose job it is to keep you and your family safe.
- When we need to obey the law, such as when a court requires us to share information in a court case.
- With people like lawyers or computer engineers when we need help with our organisation.

We will always try to speak with you before we share your information with these people.

We do not send your information to other countries.

How long we keep your information

We keep your information for seven years after the end of our last counselling session or until your 21st birthday, whichever is sooner, unless it is necessary to keep your information for longer. This may be because we are worried that you or someone else may be hurt or there is a court case.

How we protect your information

We make sure that your information is stored safely. When we do need to share your information for any of the reasons above, this is done safely.

Your information rights

You have the right to ask for:

- A copy of your information.
- Your information to be made right if it is wrong.
- Your information to be deleted.
- Us to stop using your information.

These rights belong to you. Your parents or other adult who look after you may be able to ask us for these things for you. This will depend on your age, or if you agree that they can ask for you. We will always try to speak with you to make sure that the decision we make is right for you.

You can complain at any time to the Information Commissioner's Office (ICO) if you are worried about the way in which we use your information: www.ico.org.uk.

Changes to this privacy notice

This notice may change. This privacy notice was last updated on 12th September 2019.