**The Information We Keep About You**

**Introduction**

There are important laws that tell us how to protect the information we have about you.

This leaflet tells you all about it.

**WHY DO YOU HAVE INFORMATION ABOUT ME?**

1. We need to keep information about you because we are helping you and your family to feel better about lots of things that are a muddle for you and them.
2. We need to be able to contact you and keep notes to help us think about the best plan for you.
3. Sometimes, we need to talk to other people about you and your family so we can all work together to come up with lots of ideas about how we can help even more.

**WHAT INFORMATION DO YOU HAVE ABOUT ME?**

We keep things like:

1. Your name and age
2. Your parent/carers’ names
3. Your address and school
4. Telephone numbers for your parent/carers
5. Your family background
6. Whether you have seen a therapist before
7. Worries that adults who care about you have
8. Worries you tell us you have
9. Things you have told us, or activities we have done in therapy sessions

CAN YOU GIVE MY INORMATION ABOUT ME TO ANYONE ELSE?

We are not allowed to share your information with other people, unless your parent/carers have told us that we can or you or someone else might be in danger of harm.

We will sometimes think and talk about you with our supervisors. A supervisor is someone who helps a therapist to think about brilliant ideas to help children. Supervisors also have to follow ‘information rules’ and are not allowed to share what they know with anyone else.

**HOW LONG WILL YOU KEEP MY INFORMATION FOR?**

We will look after the information we have about you until you are 25 years old. When you are 25, we will delete all of the information we have about you, unless there is an important reason to keep it (like a law that needs us to keep it so that you can be protected or we are still working with you. If you are 17 when your therapy ends we must keep your data until your 26th birthday. All records will be deleted in the January after your birthday. This is in line with wider NHS regulations for holding data.

**IF YOU ARE 15 YEARS OR YOUNGER, YOUR PARENTS/CARERS ARE ALLOWED TO:**

• Know what information we have about you

• Ask to see the information we have about you

• Tell us if our information is not correct

• Ask that we delete your information

**THE BOTTOM LINE IS:**

We know it is important that the information we have about you is protected and kept safe. You can trust us to look after it carefully.

If you want to talk to us about the information we have about you, to reassure you your information is kept safe and answer any questions you can contact Tracie by calling or emailing her using the contact details below (or by asking your parents/carers to do this).

Tel: 077200 49585

Email: [tracie.j.faa@gmail.com](mailto:tracie.j.faa@gmail.com)