

# CHILD FRIENDLY PRIVACY NOTICE

## 1. Who are we?

We are the council for all parts of Nottinghamshire and we offer lots of services including social care, adoptions and fostering. We also help your school to function and we run your local library.



## How do we collect information about you? 4.

Information you tell us and information others, such as your family tell us. We also hold information from other organisations such as your school or your Doctor if they tell us.

We use this to provide our care or services to you.

## How long do we keep your information for? 6.

We keep your information as long as it is needed to help you, or for as long as the law needs us to.

### Who can you see your information?

Your information is only seen by people who work for us such as a social worker or school admission staff.



## 2. Why we keep personal information about you?

We aim to give you the best possible care. To do this we must keep records about you and the care and services we offer you.



## 5. How do we use your information?

We securely hold information about you so that we can deliver our care and services including health and social care.

Who do we share your information with? Sometimes we have to share information we have about you.

For example:

- The Police have asked for information to investigate a serious crime
- The court has asked for information
- When our services are inspected
- To help your school teach and look after you
- To loan you library books
- Sometimes we may need to share your information if you are at risk of harm to yourselves or to others
- When you take part in some of our activities – such as on sky ropes.



## What information do we keep about you? 3.

The information we hold may including your name, where you live and your next of kin, times that we have cared for you or when you have visited us or services that we offer you.

This includes information about you, your health, your school or library books we loan you.

## 7. Your Rights

- We only keep information about you that we really need
- We do not share it unless we have to
- The law gives you the right to know what information we hold about you and to have a copy of this information
- There are some other rights you have such as having incorrect information about you corrected.

For more information visit the school website

If you want to talk to us about how we use your information call **the school office anytime.**

