

What information do you need about me?

We need to know information such as:

- your name, address and date of birth
- details of any help you get at the moment
- any family and friends who support you
- what other help you need.

We need to know this to make sure that you get the right help and support.



When can people see my information?

People can only look at your information if they have a legal power to see it.

This could be because:

- you or your parent or carer have given them permission to see it
- they need to see it to give you the help and support you need
- they need to see your information to stop you or someone else from being hurt
- a court has said that they can see your information.

How will my information be used?

Your information will only be used for the reason it was collected and explained to you or your parents or carers. It will not be shared with anyone else unless they have a legal power to see it. Your information will be held in a safe place and will not be kept for any longer than is necessary to support you.

If you want to know more about how your information is being used and who may see it, please speak to the person who gave you this leaflet.

Can people see everything that is written about me?

No. Usually people who have permission to see your records can only see the parts of the information that they need to help you. For example a teacher may be able to see your education records, but not any information about your health.



Can I decide who sees my information?

Yes, usually you will be asked and will have the chance to say if you do not want some, or all, of your information shared with other people.

However, we may share your information without your consent if:

- you or someone else is being hurt or may be hurt in the future
- the information may help to stop or solve a crime.

Can I see what is written about me?

Under the Data Protection Act 1998, you or your parents or carer can ask for a copy of the information held about you.

If you want to find out how to get a copy of your information, speak to the person who gave you this leaflet.

You can find out more about your rights and the Data Protection Act at:



www.ico.gov.uk

The Children's Trust

This leaflet has been given to you by one of the organisations working as part of the Devon Children's Trust.

Services and organisations that work with children and young people in Devon are part of the Devon Children's Trust. The Trust is a partnership between social care, education, health, community, voluntary and justice services, working together to make a difference for Devon's children and young people.

We have a code of practice that explains how and when we can share information about children and young people, which can be seen at:



www.devonchildrenstrust.org.uk

If you want to find out more about your rights visit:



www.unicef.org.uk/youthvoice



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Queens House
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Exeter
Devon EX4 3LJ

Telephone

01392 474100

If you would like this leaflet in a different format, such as large print, Braille or tape, or in a different language, please contact the Devon County Council Customer Service Centre on **0845 155 1015** or email customer@devon.gov.uk

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Your information