

## Your Information

When we are asked to help you, we keep information about you. This information might be on a computer or on paper records and includes things like:

Your name	Date of birth	School	Where you have lived	Languages you speak
School attendance	School work	Help you need	Detentions or exclusions	Teacher's views
Your views	Parent or guardian's views	Notes from seeing you in class or somewhere else	Notes from work we do together	

The law says we have to have good reasons to get and use your information. These are our reasons:

1. We need to get and use your information to do the job we have been asked to do.
2. We need to use your information to decide the best way to help you and give you that help.

**We keep your information very safely until the July after you have your 31st birthday.** This is because we might need to know how we have helped you in the past. It is also in case, when you are older, you want to know what was done to help you.

**We write reports or other notes after we have seen you. These are given to the person who asked us to help.** This is usually your school. Your school will probably give a copy to your parent or guardian. The report usually says what we think you are good at, what help you might need and how adults should help you.

**If you want to know what information we keep about you, you can ask for it, but we need to be sure you understand your rights.** Or you can ask your parent or guardian to get in touch with us. To do this you just need to use the contact form on our website. Say that you want to request access to your personal data. Put your name, your address, date of birth and the school or schools you went to at the time we worked with you so we can find all the information we have.

### Using computer tools to help us

Sometimes we use special computer tools to help us write our notes or turn talking into written words. These tools only help us with typing and organising information so we can spend more time talking with you and helping you. They **do not make decisions about you** and they do not tell us what to think. Only the adults working with you decide what will help you. We keep your information safe and do not put your name or private details into any tools that are not secure.

If you are worried about any information we have please contact us, or the Information Commissioner's Office at <https://ico.org.uk/concerns/>.