



BEYOND THE HORIZON CHARITY

Beyond the Horizon Charity Privacy Notice for Children and Young People

At Beyond the Horizon Charity we have to keep some information about you so that we can stay in touch with you to tell you about your counselling or the help we are going to give you. We want to tell you what information we keep about you, how we keep it safe and what your rights are.

What kind of information does Beyond the Horizon Charity have about me?

We collect and keep some personal information about you e.g. your name and address and Date of Birth and your ethnic origin. We keep information that your school or parent/carer have told us about you and how things are for you in your life. We also keep some details of your Counselling sessions, how many you have attended etc.

What do you do with information about me?

We collect and keep information about you to help us understand how best to help you and to let you know about the Counselling or Play Therapy you have asked for. We will not share any of your personal details without your permission unless we are worried that you/your family/or others are at risk of harm.

How do I know the information about me is kept safely?

All the information we collect is stored securely. We have strict procedures for the way this is done and our team are fully trained. All information about you is treated as confidential and with respect.

For how long are records held?

We will keep this information safely for at least 7 years or until you are 18 years old (whichever is the longest).

What are my rights?

- We will only record and use your personal data if you say it is okay. We will also ask your parent or the person you live with if it is okay.
- You can tell us if you would like your personal data to be erased.
- Although we treat your information as confidential, there might be times when we do have to share information about you or your family with others without your permission. We will only do this if we feel that you or someone else is at risk of being harmed.
- We will always do our best to tell you if we have to share information about you/your family/or others under these circumstances, unless doing so puts any of you in danger.

Can I see the information you have collected about me/my family?

Yes, in most circumstances you can. Under the European General Data Protection Regulation (GDPR) 25th May 2018 you can ask to see this information.

If you would like someone to help you with this please contact the Data Protection Officer on 0121 444 5454 or email: admin@beyondthehorizon.org.uk

If you are not happy about something we have done with your personal information you have the right to complain to the Information Commissioners Office on: 0303 123 1113