

SCHOOL COUNSELLING SERVICE PRIVACY NOTICE

FOR STUDENTS 4 - 9 YEARS OLD

Important

I am a counsellor from Catholic Children's Society (Westminster) (**CCSW**) and I will be meeting with you for counselling and support.

It is important that you trust me. I keep all the things you tell me in our meetings safe.

Information about you

We keep information about you from you, your family, your school and other people who look after you or your family. This includes:

- Your name, birthday, school, address, telephone number, information about your family members or carers.
- Information about people like teachers, doctors and social workers who look after you and your family.
- Information about you and others shared when we have meetings.

What we do with your information

We may need to share your information:

- With people like teachers, doctors and social workers who look after you and your family.
- With your school in order to keep you safe or protect you from harm.
When we are worried that you or someone else may be hurt, we may need to tell the police, a doctor or other people whose job it is to keep you and your family safe.
- Where we need to obey the law.

We will always try to speak with you and your parents before we share your information.

We only use your information when we need to provide you with counselling or support, organise our service, protect you or someone else from harm, obey the law and to keep records about the service we provide.

Meeting with you on-line

We may also use on-line services to provide you with counselling and support when we cannot meet with you in a room. For example, we may use Zoom / Skype for Business / RingCentral. Services like Zoom / Skype for Business / RingCentral may keep some information about you, like your name, when you meet on Zoom / Skype for Business / RingCentral and any chat messages or other messages. We will not ask for what we say on our on-line meeting with you to be recorded without your agreement. We will make sure that any on-line meeting or

other communication with you is secure and confidential but will need you and your parents / carers to agree to follow basic rules for this reason.

Protecting your information

We make sure that your information is kept safely.

We normally keep your information for seven years after the end of our last meeting or until your 21st birthday, whichever is later, unless we need to keep your information for longer.

Sending your personal information outside of this country

If we speak with you by on-line meeting services (such as Zoom / Skype for Business / RingCentral) or on-line messaging services, your information may be stored somewhere outside of this country. We will ensure that protections are put in place to keep your information about you safe.

Your information rights

You have the right to ask for:

- A copy of your information
- Your information to be right if it is wrong
- Your information to be deleted
- Us to stop using your information

Your parents may ask for the information which you share with us in our meetings. We will always seek to speak with you before we do this.