



INFORMATION NOTICE

We need to tell you something about the information we collect about you. We have to work in line with something called the Data Protection Act. The act says that information collected about you must be:

1. **Processed fairly and lawfully.**
2. **Obtained only for specified and lawful purposes.**
3. **Adequate, relevant and not excessive.**
4. **Accurate and, where necessary, kept up to date.**
5. **Kept for no longer than necessary.**
6. **Processed in accordance with the rights of data subjects under the Act.**
7. **Safeguarded against unauthorised or unlawful processing and against accidental destruction or damage.**
8. **Retained wholly within the European Economic Area, unless there are adequate protections in the receiving territory.**
9. **Only be shared with other organisations if concerns about child protection or criminal offences arise.**

So what does all that mean?

Counsellors will keep a weekly record of things about you like what happens while you are in counselling which helps your counsellor to do their job. Your counsellor also has to make sure they are writing the truth about you and this information is kept private.

The counsellor will also collect other things about you which is not as private but helps us make reports about how the counselling service is doing. This might be things like if you are a male or female, or what school year you are in. We add this information to all the other information we collect about other people the counselling service sees to make one big report. The report then gets sent to Newport City Council and the Welsh Government and tells them about how the counselling service is doing as a whole. Your name or anything that others might recognise about you is not recorded.

All the information about you is kept in locked cabinets and these are in a locked room. Any information on a computer about you is encrypted and password protected. We don't keep your information forever! It's only kept for a few years before it is deleted or paper shredded.

The only other time we might share any information about you is if the counsellor believes you are being harmed or at serious risk of harm. At that point they would share just enough of your information with the Child Protection Officer in your school to help keep you safe.

It may be possible to view information the counsellor records about you. You would need to ask your counsellor for your information they collect and they will speak to their manager to get it. Your counsellor might keep information of what other people say or write about you, which you might not be able to see if the professional writing them defines it as confidential.