

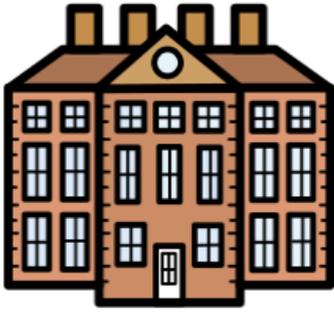
Privacy Notice

Clayfields House

A Privacy Notice tells you how we use your personal data, so you know what happens with it when we collect it or people give it to us.

Accessible version





Who we are

- We are **Clayfields House**
- We are part of **Nottinghamshire County Council**
- We **look after young people** to keep them **safe** and **supported**



What personal information we collect

Anything that can identify you is your **personal information**

We collect and use information about you, like:

- Your **name** and **age**
- How to **contact** you
- Your **school** information
- Information about your **family** or **carers**
- Information from **people who help you** (like social workers, teachers, or police)
- **Photos** or **CCTV images**
- **Voice recordings**
- Sometimes things from **social media**



Some sensitive information we collect and use is more private

This can include:

- Your **health**
- Your **feelings** and **wellbeing**
- Your **background** (like race, culture or religion)
- Your **identity** or **relationships**
- Information about **police** or **courts**

We only use this when it is really needed





Why we use your information

We use your information to:

- Keep you **safe**
- Help **care** for you
- Support your **education**
- **Work** with **people** who help you
- Follow the **law**



Why we are allowed to use it

We are allowed because:

- We must **keep you safe**
- We need it to **support** and **care** for you
- The **law** says **we can**

We always make sure we have a good reason to use your information, and we follow the rules to keep it safe

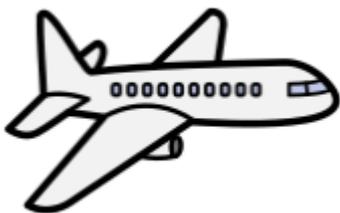


Who gives us your information and who we share it with

We may share your information with:

- **Staff** at Clayfields House
- **Social workers, teachers, and doctors**
- **Police** or **courts** (if needed)
- Other services helping you

We only share what is needed



Sending information to other countries

Sometimes your information **may** be **stored** in **another country**

If this happens, we make sure it is still safe



How long we keep your information

We keep your information only as **long as we need it**

Then we **delete** it **safely**

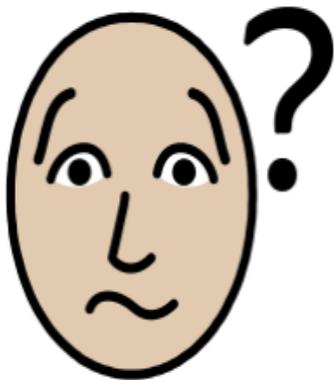


Your rights

You have **rights** about your **information**:

- You can **ask** to **see it**
- You can **ask** us to **fix mistakes**
- You can **ask** us to **delete some of it** (if allowed)
- You can **ask** us to **stop using it**

Ask a staff member if you need help



Who to talk to if you're worried about your information?

We have someone called the **Data Protection Officer (DPO)**

They make sure your information is safe and that the Council follows the rules

Data Protection Officer

 DPO@nottsc.gov.uk

There is also another organisation called the **Information Commissioner's Office (ICO)**

They are independent and check that organisations follow the law

 www.ico.org.uk

