



My Information — A Guide for You

*A simple guide to how Futures in Mind
looks after information about you*

Hello!

We are called Futures in Mind. We help children like you with things like learning and feeling okay. Sometimes grown-ups tell us things about you, so we can help you better. This guide tells you what happens to that information.

YOU

What do we know about you?

- your name and age
- your school
- things you tell us
- things your teacher, parent or carer tells us
- notes from games, activities or assessments we do together

WHY

Why do we want to know?

- understand how you learn best
- understand what feels tricky for you
- understand what helps you
- help the grown-ups around you support you

WHO

Who sees what we write?

Only people who are helping you and need to know. This might include:

- you
- your mum, dad or carer
- your teacher
- other people helping you

SAFE

Do we ever tell other people?

We will usually tell you first if we need to share something. But if we are worried that you, another child or a grown-up might not be safe, we may need to tell someone straight away to help keep everyone safe. We will explain this to you if we can.

ASK

Can I see what you have written?

Yes. You can ask us what information we have about you. We will show you, tell you or explain it in a way that makes sense.

You can ask: What do you know about me?
Why do you need it? Who is going to see it?

TIME

How long do you keep it?

We keep your information safe for a long time — normally until you are 31. Then we securely delete or destroy it, unless there is a good reason for us to keep it for longer.

HELP

What if I am not happy?

Tell us, or tell your mum, dad, carer or another grown-up you trust. You can ask questions at any time.

Remember

Your information is about YOU. We will always try to:

- ✓ keep it safe
- ✓ tell you what we are doing
- ✓ be kind and fair
- ✓ listen to what you think