

My Information — A Guide for You

Who are Futures In Mind?

We are a team of professionals who help young people with things like learning, communication, emotions, wellbeing and getting the right support at school. Sometimes, the adults in your life might share information with us so we can understand you better and work out how best to support you. This guide explains what we do with 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, sessions or assessments we do together
- we only collect information that helps us understand you and support you.

WHY

Why do we want to know?

- understand how you learn best
- understand things that you find challenging
- understand what helps you
- to help the adults around you to offer valuable support

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, or someone important to you might not be safe, we may need to tell someone straight away to help keep everyone safe. We will explain this to you wherever possible.

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 a parent, carer or another trusted adult. You can ask questions at any time.

Remember

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

✓ keep it safe ✓ keep you informed ✓ listen to what you think