

## How this website uses your information.



### Why are my details needed?

Teachers and workers need to help make sure all children and young people have the chance to improve their health, education and friendships. This website can be used to help with this.



### What information will be collected?

- Your name
- Your date of birth
- Your group, school or college.



### Who keeps my information safe?

Wakefield Council keeps this information safe on behalf of your teacher or workers organisation.



### How will my information be used?

To make sure teachers (or workers) get the right person's results from the questionnaire.



### Who can see my information?

Only your teacher (or worker) can see your information.

This is kept in a secure place to help stop information from being lost or used in the wrong way.



### **Who can see my questionnaire results?**

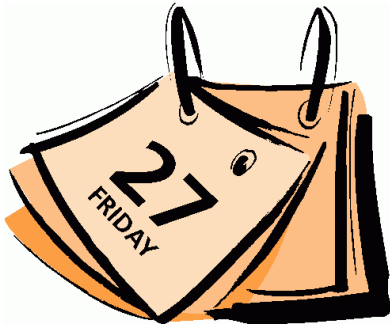
Only you, your teacher (or worker) and the website administrators.

The teacher (or worker) may share the results with other people who work with you. They should make sure you know if your information will be shared.



### **Will Wakefield Council share my details?**

No, they will not share your details with anyone else.



### **How long will you keep my details?**

It is kept on the system until your teacher (or worker) removes it or they ask us to remove it.

We will ask them every 2 years if your details are still needed on the system.



### **You have the right to ask your teacher / worker (or their organisation);**

- to see any information held about you
- to request a change to any information which is wrong
- to have your details removed
- to complain



### **If you have any questions...**

about how your information is used or want to complain, please contact your teacher / worker ( or their organisation)