

These are the key facts:

We hold certain information about you and your parents/carers:

You can always:

- ask us for a copy of the information we have about you
- ask us to update the information we have about you
- ask us to delete the information we have about you

We will always:

- follow the law on how we can keep and use the information we have about you
- make sure our policies are the best they can be

We will never:

- give the information we have about you to anyone else, unless...
 - ...you tell us we can
 - ...we think that doing so will protect you from harm
 - ...the law says we have to (e.g. to prevent a crime)
- tell people about our work with you in a way that you can be identified, unless you have told us we can
- use the information you have given us to sell you anything, unless you have told us we can