

Privacy Notice for Children and Young Adults

About Locala

Locala provides children and young adults, like you, a variety of services to give you the care you need.

This notice is to let you know why and how we collect your personal information and how this information is used. Sometimes you are allowed to decide how your information is used but there are also times where your information will have to be used to give you the care you need.

Locala is responsible for making sure health and care services are provided to you when you need them. To do this Locala will need to use your personal information. Locala must keep your information safe at all times.

What is "personal data"?

Personal data is information that tells people about you. As someone who uses our services, we need to collect some data such as:

- **Your name**
- **Your address and postcode**
- **Your date of birth**
- **Any identifying numbers such as hospital number given to you to use**

How long do we keep your information?

We will only keep your information for as long as we need it. If we no longer need your information, it will be destroyed safely.

How and why does Locala collect and use personal information?

Locala collects and uses information about you to provide you with care, and to make sure you are given the help you need to stay safe and healthy. We can collect this information from you, your family and other people involved in giving you this help.

Here are some examples of why we collect your information:

- **To help us plan health services you might need;**
- **To keep you and others safe;**
- **To follow the law**

Sometimes we must use your information, other times we will ask you for your permission. Where we ask for your permission, this is called consent. If you are asked for your consent, you can make choices about how your information is used, if you do not want to give consent you do not have to. If you are under 13 you may not be able to give consent on your own and we will ask your parent or guardian.

At Locala we understand that your personal data is important, and that's why we follow the data protection rules when we collect, use, and keep your personal data. We also do everything we can to make sure your personal data is safe and protected.

Do we share your personal data with anyone?

We may need to share your information with other organisations that care for you. This may include schools, hospitals, local councils, and sometimes the police to help keep you safe.

We will only ever share information where we need to, to provide you with our services.

What are your rights?

Your personal data is yours—and the law allows you to:

- **Make a 'subject access request'—this means that you can ask to see all of the personal data we have about you.**
- **Ask us to delete your personal data—we will always look at requests but sometimes we won't be able to delete all of it for legal reasons.**
- **Ask us not to use your personal data in certain ways.**
- **Ask us to change personal data you think is wrong.**
- **Be told how we use your personal data.**

It's free to ask us about your personal data and we'll be sure to reply within one month.

If you have any worries about the way Locala is collecting or using your personal information, you can **contact us at: dpo@locala.org.uk** OR you can talk to the Information Commissioner's Office (ICO).

You can telephone the ICO on **0303 123 1113**. Or you can contact the ICO by email using the link below:

<https://ico.org.uk/global/contact-us/email/>

There is lots more information on data protection in our main [privacy policy](#).

Why not ask an adult to read this with you? If you have any further questions you can write to us at: Resolution & Information Governance Team, Locala Health & Wellbeing, Cleckheaton Health Centre, Greenside, Cleckheaton, West Yorkshire, BD19 5AP. Tel: 0300 304 5074 or email: DPO@locala.org.uk