

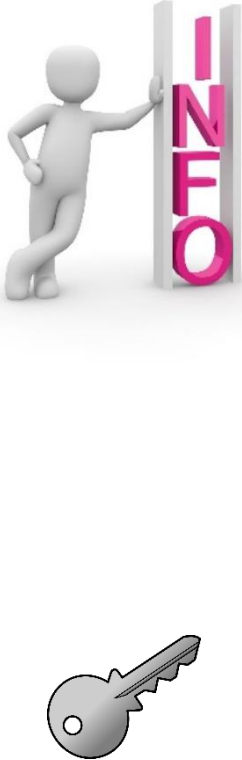



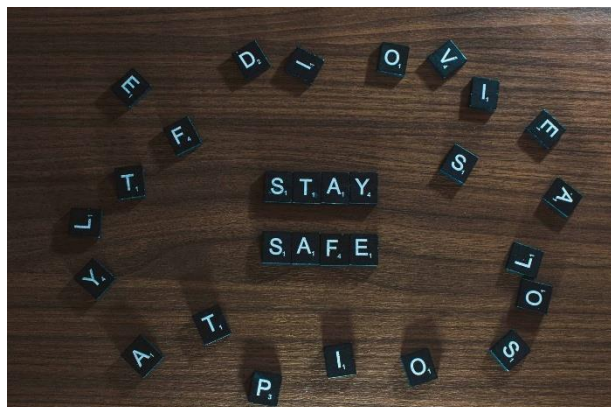
# Positive People Partnerships

## Customer Privacy Notice

### For Children

	<p>My name is Jo Hooper. I am a counsellor.</p> <p>This privacy notice tells you what you can expect me to do with your personal information.</p>
<p>Telephone:</p> <p><b>07450 347910</b></p> <p>Email:</p> <p><b>counselling@jlhooper.co.uk</b></p>	 <p><i>These are my contact details and you can use them to contact me if you have any questions.</i></p> 
	<p>I collect the following information:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your address</li> <li>• A phone number - this could be yours or an adult you trust</li> <li>• Your date of birth</li> <li>• Any health information (including medical conditions, allergies, medical requirements and medical history)</li> </ul>

	<ul style="list-style-type: none"> <li>• Your GP Practice address and phone number</li> </ul> <p>I collect this information on a paper form, and I do not put it on a computer.</p>
	<p>I collect this information because I need to know who you are, how I can contact you and if there are any health concerns which could impact on your counselling.</p> <p>I might need to contact your GP if I am concerned that you are becoming seriously unwell. I will discuss this with you before I contact your doctor.</p> <p>Sometimes the law says that I have to inform Children's Services, if I think you are at risk of being harmed. Talk to me if you are worried about this.</p> <p>I always keep your information locked away.</p>
	<p>I make brief notes, following each session, to remind me of what was discussed.</p> <p>You can ask to see these notes, by asking me.</p> <p>If you prefer I did not make these notes, please tell me in your introduction session.</p>



I am trained in safeguarding which means that I know how to keep you safe and that includes how I keep your information safe.

I will only share information if you tell me I can, unless I am really worried about you.



### How long do I keep your information and notes for?

My Professional Body tells me I have to keep your notes for 7 years. However, if you want me to destroy them I can.



### Your rights

You have all the same 'rights' with regard to your personal information as adults do – this is a very good thing. You can see them here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you want to know more, have a look at my general Privacy Notice.



### How to complain

If you have any concerns about how I have used your personal information, you can make a complaint to me, using the contact details at the top of this privacy notice.

	<p>If you are still unhappy, with how I have used your information, you can also complain to the ICO.</p> <p>The ICO's address is:</p> <p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Helpline number: 0303 123 1113</p> <p>Website: <a href="https://www.ico.org.uk/make-a-complaint">https://www.ico.org.uk/make-a-complaint</a></p>
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