

How we use your information...



Sometimes Swansea Council will need to know some things about you, like your name, your birthday and what school you go to.

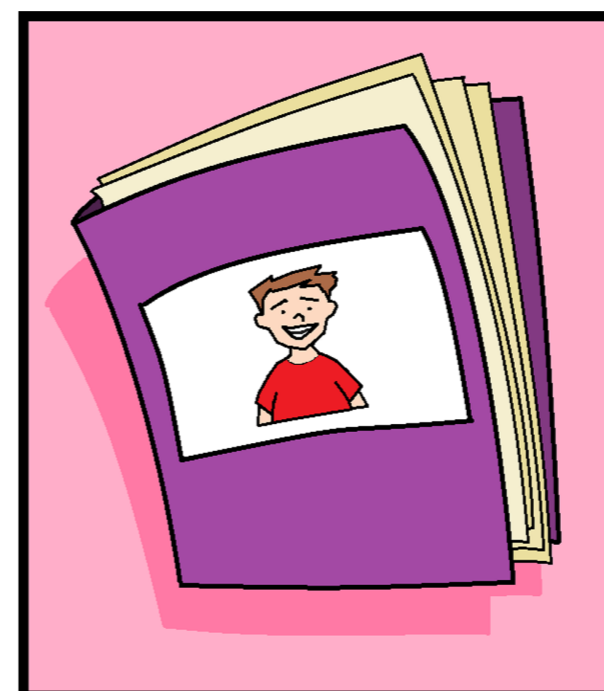
We need to know this as it helps us to give you the things that you need, to do the best in school and so that you grow up fit and healthy.



We write what we know about you on computer and on paper. Only certain people are allowed to see things that have been written about you.

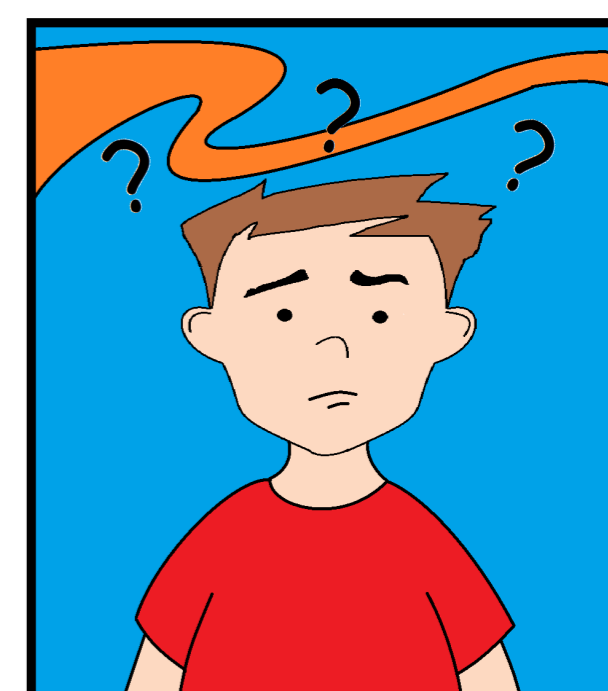
If we find someone tries to look at what is written about you without permission, they can get into serious trouble.

We will only keep what we've written for as long as we are allowed to.



Sometimes, we might have to share what we've written about you with other people. This might be because things have been very hard for you and we might need to ask extra people to help you.

We will usually ask you or your parents if we need to share what we've written unless it means you won't be safe if we don't share it straight away.



If you are ever unhappy about what we have written about you or you are unhappy about what we are doing with the information you can write to us or email us if you prefer.

We will look at why you are unhappy and let you know what we decide. You can write to us:

Data Protection Officer,
Civic Centre,
Swansea,
SA1 3SN

Or email us at:

data.protection@swansea.gov.uk