

# Let's talk about our privacy policy

## Just so you know

- If you would like a copy of the information we hold about you, please contact your Connexions Personal Adviser or Youth Worker. The law says that we must give you a copy of your records within 40 days of your written request.
- If you think any information held about you is wrong, you can challenge it.
- You can change your mind about who we can share your information with.
- We will keep information about you while you have a right to our support.
- You have the right to withdraw your consent at anytime but this may limit the service we give you.

For more information about Hampshire County Council's privacy policy, please see [www.hants.gov.uk/dataprotection](http://www.hants.gov.uk/dataprotection)

For more information, or a copy of this publication in another language or format such as large print or audio:

- call: 0845 603 5621
- email: [youth.info@hants.gov.uk](mailto:youth.info@hants.gov.uk)
- visit: [www.youthtube.hants.gov.uk](http://www.youthtube.hants.gov.uk)

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Children's Services Department  
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# Youth Support Services

## Let's talk about our privacy policy

**Keeping information about you safe and secure.**

**Letting us know who we can share your details with.**

[www.youthtube.hants.gov.uk](http://www.youthtube.hants.gov.uk)



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

## Consent to share agreement

Name:

Contact address:

Postcode:

Email address:

Telephone number: home:  
mobile:

Date of birth:

I know you already hold my basic details (my name, address, school, date of birth and ethnicity) on your database.

- In addition, can we put extra information we have discussed in to the database? **Yes**  **No**
- If yes, can we share this information with other people? **Yes**  **No**
- Is there any one you do not want us to share this information with? **Yes**  **No**

### Who?

- Can we give your contact details to people carrying out surveys or consultations? **Yes**  **No**
- Are you happy for us to contact you by email with information we think might be of use to you? **Yes**  **No**
- Are you happy for us to contact you by text with information we think might be of use to you? **Yes**  **No**

My Personal Adviser/Youth Worker has explained the contents of this privacy notice to me.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Youth Worker/Personal Adviser:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Things you should know:

**Q** How do I know that the information I provide will be kept safe?

**A** The information you give to us in confidence is protected by the Data Protection Act 1998.

We will share your information with other organisations if you agree and it is in your best interests. For example, we may share your information with:

- an employer
- a college or training provider
- other professionals who can help you.

**Q** Will you ever share information about me without my permission?

**A** Your discussions with us are confidential **but** in certain cases we might need to give information to someone else without asking you first.

**We will only do this in certain circumstances. For example, if you tell your Personal Adviser:**

- that you are being harmed or abused in any way
- there is a threat to your life or safety or someone else's
- you know someone has broken the law.



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[www.hants.gov.uk](http://www.hants.gov.uk)