

Bromley Y Privacy Notice (For Children and Young People)

About your information

Bromley Y keeps information about you so we can support you properly.

We are responsible for looking after your information safely.

If you have questions, you can contact us:

✉ dpo@bromleyy.org

📍 Bromley Y, 17 Ethelbert Road, Bromley, BR1 1JA

Why we use your information

We use your information to help us support you. This includes:

- Understanding your needs
- Giving you the right support
- Checking how you are doing
- Improving our services
- Contacting you about your care
- Keeping you safe.

What information we keep

We may keep information like:

- Your name, date of birth, and contact details
- Information about your school or college
- Information about your family or carers
- Health and wellbeing information
- Notes from meetings or sessions
- Information from other professionals (like doctors or teachers).

Some of this information is very personal (such as information about your health), so we take extra care to keep it safe.

Where we get your information from

We may get information from:

- You
- Your parents or carers
- Your school or college
- Doctors or other health services
- Local councils or support services.

Keeping your information safe

We take your privacy seriously. We:

- Store information securely
- Limit who can see it
- Train staff to keep your information private
- Check that staff can safely work with children and young people.

What if you don't agree to share your information?

You can choose what to share with us, but:

- If we don't have enough information, we may not be able to support you properly
- In some cases, we might not be able to offer services.

Sharing your information

We only share your information when we need to.

We may share it with:

- Doctors or NHS services
- Schools or colleges
- Local councils
- Social care or the police (if there are safety concerns).

We share information when:

It helps us support you

- We are worried about your safety
- The law says we must.

Sometimes we use information (without your name) to improve our services.

Information outside the UK

Most of your information stays in the UK.

If we use systems from other countries, we make sure your information is still kept safe.

Decisions made by computers

We do not let computers make important decisions about you on their own. A real person will always be involved.

Your rights

You have rights over your information. You can:

- Ask to see your information
- Ask us to fix information that is wrong
- Ask us to remove your information (in some situations)
- Ask us to stop using your information.

To ask about this, email:

 dpo@bromleyy.org

How long we keep your information

We only keep your information for as long as we need it.

Sometimes the law says we must keep it for a number of years.

When we no longer need it, we delete it securely.

If you have a worry

If you are worried about how we use your information, tell us:

 dpo@bromleyy.org

 020 3770 8848

If you are not happy with our response, you can contact the Information Commissioner's Office (ICO), the UK organisation that helps protect people's information.

 <https://ico.org.uk/concerns/>

Updates

This notice was last updated in June 2026 and may change from time to time.