



Bridgend County Borough Council

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council

Privacy Notice for Children's Information

What's this about?

A law has been made that keeps your personal information safe – things like your address, date of birth and phone number. The Council collects and uses information for all kinds of reasons, and the law tells us exactly what we are allowed to do with yours.

What information will you collect?

- Things like your name and address
- Where you're from, what language you speak
 - What school you attend
- Times you've been ill and any special conditions you have that we need to know to help you and keep you safe
- Any special educational needs that you may have that will help us teach you better
 - Any incidents that have happened to you in school
 - Information about your family

Who looks after my information?

The Council is in charge of the personal information you give to us. Sometimes we have to give your information to other people, such as the government, but only when the law says that we can. When your data is given to someone else, they must look after it and keep it safe.

Why do you collect and use my information?

We will only collect when we need it to help us to do our job or to follow the law.
Here are some of the reasons we use it:

- Help you attend school
- To provide you with appropriate care and support
 - To comply with the law
 - To monitor and report your progress
 - To support your learning
- To get in touch with you and your family when we need to
 - To look after you and keep you safe



Bridgend County Borough Council Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

How long will you keep my information?

We won't keep it forever, only for as long as we need it to help us do our job.
We have rules that tell us when to keep it and when to bin it.

Will you give my information to anyone else?

We won't give your information to anyone else unless the law says we can. We may share it with:

- Your family
- The Government
- Our auditors
- The Police
- Supplies and Service Providers
 - Your school
 - Our Regulators
 - Your Doctor

What if I don't want to give you my information?

If you are worried about your information you can speak to your family or teacher who will be able to help you with any questions you may have. If you would rather speak to someone else you can call the people who look after your information at the Council on 01656 643565 or call the Information Commissioner on 0330 414 6421

What if I want to know more?

If you or your family would like to find out more about how we use your information please visit our website.