



Child-Friendly Privacy Notice

Hello 🙋

We are BB4K. We help children and families feel better and stay safe. We keep some information about you. This helps us look after you properly.

What information do we keep?

We may keep:

- Your name
- How to contact your parent or carer
- How you are feeling
- Things you tell us in sessions
- What helps you

Example: We might write down how you felt in a group so we can help you next time.

Why do we keep this information?

We keep your information so we can:

- Help you
- Keep you safe
- Plan fun and helpful groups
- Make sure you are okay

Who gives us your information?

We may get information from:

- You
- Your parent or carer
- Your school
- Other helpers (like social workers)

Who can see your information?

Only people who help you can see it, like:

- BB4K staff
- Other helpers (if needed)

Will we share your information?

Sometimes we may need to share your information.

We will only do this if:

- You are not safe
- Someone else is not safe
- We need to help you

Example: If we are worried about you, we may tell someone who can help keep you safe.

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Where do we keep your information?

We keep your information:

- On safe computers
- In safe places

Only people who need it can see it.

How long do we keep your information?

- We keep your information while we are helping you.
- We may keep it for some time after, so we remember how we helped you.
- Your parent or carer can ask us more about this.

Your choices (your rights)

You can:

- Ask us what we know about you
- Ask us to fix something if it is wrong
- Ask questions at any time

Talk to us

If you are worried or have questions, you can:

- Talk to a BB4K worker
- Ask your parent or carer to help

They can contact us for you.

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