

Counselling Through Schools Service Privacy Notice

Introduction

In line with the General Data Protection Regulation (GDPR) Your Potential Counselling Services have produced this privacy notice to inform you about how we deal with personal information as part of our evaluation of South Lanarkshire Council's Counselling Through Schools Programme.

Information we collect

All of the information we collect about you will be anonymised. Your information will be assigned an ID number and only your counsellor will be able to identify you using this number.

Individual characteristics which allow us to monitor who is using the service:

- Your gender identity
- Your school
- Your year group
- Your age
- Your SIMD
- Whether or not you are care-experienced

In addition, your counsellor will collect the following information:

- How you accessed counselling (e.g. online or face-to-face)
- Who referred you
- The reason for your referral
- The number of sessions you were offered and completed
- Overview of assessments carried out with your counsellor (YP Core and SDQ)

Why do we need this information?

We need this information so we can ensure we are delivering an effective counselling service for children and young people within South Lanarkshire.

We will share your information with:

We are required to share anonymised information relating to those who accessed the Counselling Through Schools Service with South Lanarkshire Council and the Scottish Government. This will form part of South Lanarkshire's evaluation as well as government's overall evaluation of counselling programmes throughout Scotland.

Information retention

We will retain your information in line with legislative, Council and nationally recognised retention periods. If you require further information on how long we will retain your information, please contact us.

Your rights

You have the right to ask us to:

- confirm that we are using personal information about you, detail what that information is, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right of rectification)
- stop using any or all of your personal information (The right to object)
- delete to destroy your personal information where the Council has upheld your Right to Object (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction).

For further information on these rights and how to exercise them or for information about how we manage your personal information:

Contact Alison MacPhee – gw19macpheelison@glow.sch.uk