



Privacy Policy for Children and Young People

Our Privacy Promise to You!

Thanks for taking a look at this Privacy Policy. We want you to know how we keep your personal information safe when you use our advice or other services.

What Information Do We Collect?

- Your name, age, and contact details.
- Information about your school, health, or any difficulties you're having (only if needed to help you).
- Notes about advice we give you or if we are helping you with a legal issue.

How Do We Collect It?

- When you call us for advice.
- If you email, phone, or meet us in person.
- When you sign up for our events or groups like **Youth@CLC**.

Why Do We Collect It?

Sometimes, we need this information to:

- Help you or your parents get access to health, education or other services for you.
- Understand the circumstances in which you are living, eg if you are able to go to school, or if you are receiving the support you need.
- If you want us to talk to others on your behalf to improve your health or education situation and make it work better for you.
- If you are volunteering for us including participating with **Youth@CLC**.

But don't worry! We only ask for what's really needed.

How Do We Keep It Safe?

- Your information is locked away safely in secure files and computers.

Who Can See Your Information?

- Our advice and legal team.
- People we might be contacting on your behalf.
- Barristers and people in the Courts if we are representing you.
- People who work in our Operations team who need to contact you if you are involved in Youth@CLC, training or other activities that we organise.

What We *DON'T* Do:

- We *don't* share your information with people or companies that you don't know.
- We *don't* sell your data—ever!
- We *don't* keep your information forever.

How Long Do We Keep Your Info?

We'll look after your information for six years or when you celebrate your 21st birthday, whichever happens first. Then we delete it safely.

What Are Your Rights?

You have the right to:

- Ask to see the information we hold about you.
- Tell us if something is wrong with the information we hold and ask us to fix it.
- Ask us to delete your information if you don't want us to keep it.
- Change your mind if you gave us permission to use your information and now want to stop.

Need Help or Have Questions?

- Our Data Protection Officer is called Trevor

- You can contact us anytime at:

✉ reception@childrenslawcentre.org

☎ 028 9024 5704

🏠 Rights House, 127 - 131 Ormeau Road, Belfast, BT7 1SH