



## **Your Personal Information – What You Need to Know!**

### **What is a Privacy Notice?**

A privacy notice explains what happens to your personal information when you share it with an organisation. It tells you how your information is kept safe and who might see it. If you want a more detailed version, you can find it [\[here\]](#).

At Centrepont, we have different privacy notices depending on what we are doing. This one is just for the Upstream Survey. There is a more focused notice around data linkage further on in the survey.

### **Who Are We?**

We are Centrepont, a UK charity helping young people. We follow strict privacy rules called GDPR and the Data Protection Act 2018 to protect your information.

### **What is Upstream?**

Upstream is a survey you take at school to help spot risks early. Based on your answers, we work with different organisations to offer support to children and families. Our goal is to make sure you're safe and have the help you need to thrive in the future.

### **What Information Do We Collect in the Upstream Survey?**

When you take the Upstream survey, we collect two kinds of information:

- Personal Data: This includes things like your name, date of birth, and school.
- Special Category Data: This is extra-sensitive information, such as details about your health or religion, which needs extra protection.

### **Where Do We Get Your Information From?**

We get your information:

- Directly from you – when you fill out the Upstream survey.
- From your school – so we can contact you or your parents if needed.

### **Why Do We Use Your Information?**

We process your data under legitimate interest, which means we use it to provide support and ensure students' wellbeing. Specifically, we use it to:

- Identify students who might need extra help.
- Help keep pupils safe and supported.



- Conduct research to improve services.

## **Who Might We Share Your Information With?**

Sometimes, we need to share your information with others to make sure you get the best support. We only share what is necessary and always keep it safe. We may share your information with:

- Police – if they need to keep you safe.
- Social Services – if they can help support you and your family.
- Other organisations in your school – who help students.

Sometimes, we share anonymous information (this means it can't be traced back to you) with:

- Local government and other agencies – to improve support programs.
- Funders – who provide money for Upstream and want to see how it's helping young people.

## **How Long Do We Keep Your Information?**

We keep your information for **25 years**, but we won't keep it longer than necessary.

Can You See What Information We Have About You?

Yes! You can ask for a copy of your information—this is called a subject access request. Just ask someone working with you.

You can also ask us to change or delete information if you think it's wrong. Sometimes we can't delete it, but we'll always explain why.

## **What If You Think We're Not Keeping Your Data Safe?**

If you have any questions about your personal data, you can talk to the Upstream Practitioner in your school you can contact:

- Centrepoint Data Protection Team – [dataprotection@centrepoint.org](mailto:dataprotection@centrepoint.org)
- Information Commissioner's Office (ICO) – If you feel your data isn't being handled properly, you can report concerns at [www.ico.org.uk](http://www.ico.org.uk)