

**IN THE YOUTH
SUPPORT TEAM WE
NEED INFORMATION
ABOUT YOUNG
PEOPLE TO HELP US
WORK WITH THEM**



If you are unhappy about how we are using your information, you can complain to the Information Commissioner's Office at ico.org.uk or you can call **0303 123 1113**.



FOR GENERAL ENQUIRIES
01242 242825

01452 415707

OR EMAIL
info.glos@prospects.co.uk

www.youthsupportteam.co.uk



YST PRIVACY NOTICES

**All you need to know
about what we do
with your
information**



FAQS

FREQUENTLY ASKED QUESTIONS

Q: What information does the YST get and keep about me?

A: We only get and keep the information that we need to work with young people.

Q: How does the YST keep information about me safe?

A: We keep this information safe on our secure computer system. Keeping your information safe is very important to us.

Q: What if the information the YST have about me is wrong?

A: Please tell us if the information we have about you is wrong and we will change it.

Q: Can I see the information that the YST keeps about me?

A: Of course, if you want to see what is written about you, just ask us.

Q: Who do the YST share the information with?

A: We only share your information with other workers who need to know - no one else. When we do share information, it is only because the law allows us to.

Q: What happens with my information if I don't want to work with the Youth Support Team?

A: If you do not want to work with us we may still need to record information about you - but you can always ask to see what we are saying.

Q: When do the YST share information about me?

A: If we need to talk to your parents/carers or friends we will talk to you first and check with you each time to see if this is OK. You can change your mind at any time.

Please Note

When you talk with us we will always listen and take you seriously. We will talk to you about what we will do with your information and if we need to act on it straight away