

Children and Young People's Privacy Notice

Your information, your rights and how HH keeps it safe

THE IMPORTANT BIT Your information belongs to you, and you have a right to understand what happens to it.

This notice is written for children and teenagers who use HH Training Network. You can read it on your own, with a parent or carer, or with someone at HH. Please ask us if any part does not make sense.

Who is HH?

HH Training Network provides mental health nursing support, assessments, swimming lessons, training and practical resources. HH Training Network Ltd is responsible for looking after the personal information described in this notice.

What is personal information?

Personal information is anything that tells us something about you or could help someone identify you. Some information is especially private, such as information about your health, disability, feelings or safety.

About you Basic details that help us know who you are and how to contact your family. • Your name, age and date of birth. • Contact and emergency details.	Your health & wellbeing Information that helps us understand what support may be helpful or safe. • Your feelings, mental and physical health. • Disability, medication or support needs.
What you tell us Information shared in forms, appointments, lessons or messages. • Things happening at home, school or with friends. • Your views, worries, strengths and goals.	Records we make Information HH creates while supporting you. • Notes, questionnaires, plans and reports. • Attendance, safety or complaint records.

Where can the information come from?

- From you when you speak to us, complete a form or attend a session.
- From your parent or carer.
- From a school, GP, NHS team or another professional when there is a proper reason to receive it.
- From records HH makes while providing a service.

Why We Use Your Information

We only use information for a clear reason

HH may use your information to:

- Understand what is happening and what support you may need.
- Plan and provide safe appointments, assessments, reports or swimming lessons.
- Remember important things so you do not have to explain everything again each time.
- Work with you and your family on practical strategies, goals and next steps.
- Keep you or someone else safe when there is a serious concern.
- Manage bookings, payments, attendance, complaints and service quality.
- Meet professional, legal and record-keeping responsibilities.

WE WILL NOT HH does not sell your information or use it to target you with advertising.

We do not make important clinical decisions about you using a computer alone. Photos, videos, testimonials or optional publicity are only used when there is an appropriate reason and the right permission has been obtained.

Who may see your information?

People at HH Only people who need the information to do their job safely and properly.	Parents or carers What is shared depends on your age, understanding, the service and any safety concerns.
Professionals helping you For example, a GP, school, NHS service or social worker when sharing is agreed or otherwise lawful and necessary.	Safety services Emergency services, police, social work or another safeguarding service if this is needed to protect someone.

Will everything I say stay private?

We will treat what you tell us with respect and keep it private as far as we safely can. At the start of support, we will explain confidentiality in a way that makes sense to you.

- We will not automatically tell other people every detail of what you say.
- We may encourage you to share important information with a parent, carer or trusted adult so they can support you.
- If we are seriously worried that you or another person may be unsafe, we may need to share enough information to get help - even if you would prefer us not to.
- Whenever it is safe and possible, we will tell you what we plan to share, who with and why.

Your Rights

You can ask questions and have a say about your information

1 Understand Ask us to explain what information we have and why we use it.	2 See it Ask for a copy of your information. Sometimes a parent or carer may help you ask.
3 Correct it Tell us if something is wrong, unfair or missing.	4 Ask us to limit it Ask us to stop, delete or restrict some uses when the law allows.
5 Have your views heard Tell us how you feel about sharing, records and who is involved.	6 Raise a concern Ask questions, make a complaint or get help from a trusted adult.

Your rights are yours. As you get older and understand more, you may be able to make more decisions about your own information. We consider your age, understanding, wishes and safety. Some requests may be limited because HH must keep certain clinical, safeguarding or legal records, but we will explain this clearly.

How long do we keep information?

HH keeps information only for as long as it is needed. Some health, safeguarding, financial or professional records must be kept for a number of years. When information is no longer needed, it is securely deleted, anonymised or destroyed.

How do we keep it safe?

- We limit access to people who need the information for their work.
- We use controlled accounts, secure storage and appropriate technology safeguards.
- We follow confidentiality, record-keeping and incident-management procedures.
- We ask you not to send more private information through a website form than is needed for a first enquiry.

NEED HELP? You can ask us anything about your privacy.

Speak to the person supporting you, ask a parent or trusted adult to help, or email G@hhtrainingnetwork.com. You can also ask to read the full Privacy Notice written for adults.

If you are unhappy about how your information has been handled, you can contact HH first. You or a trusted adult can also contact the Information Commissioner's Office for independent help.

Independent information: www.ico.org.uk | ICO telephone: 0303 123 1113

Related HH information: Privacy Notice; Consent, Confidentiality and Information Sharing; Data Rights and Record Retention; Safeguarding Statement; and relevant service Terms and Conditions.

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