

## Seeing a copy of your records

Under the Data Protection Act you have a right to a copy of the records we hold on you. Generally we hold these records for three years after you are entitled to the Youth & Connexions Service i.e. age 23 (or 28 if you have additional needs).

If you would like to see your records or have a copy of them, please contact us for a request form (see contact details below).

The law says we must give you a copy of your records within 40 days of getting your request in writing.

If you want to know more about data protection laws see:  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)



## Contact us

Suffolk Youth & Connexions Service  
Gold Block, Level 3  
Endeavour House  
8 Russell Road  
Ipswich IP1 2BX

**Freephone**  
**0800 085 4448**

**Website**  
[www.thesource.me.uk](http://www.thesource.me.uk)

Our website provides information on a range of issues (including housing, money, health and careers), and has up to date details of all current job vacancies for young people.

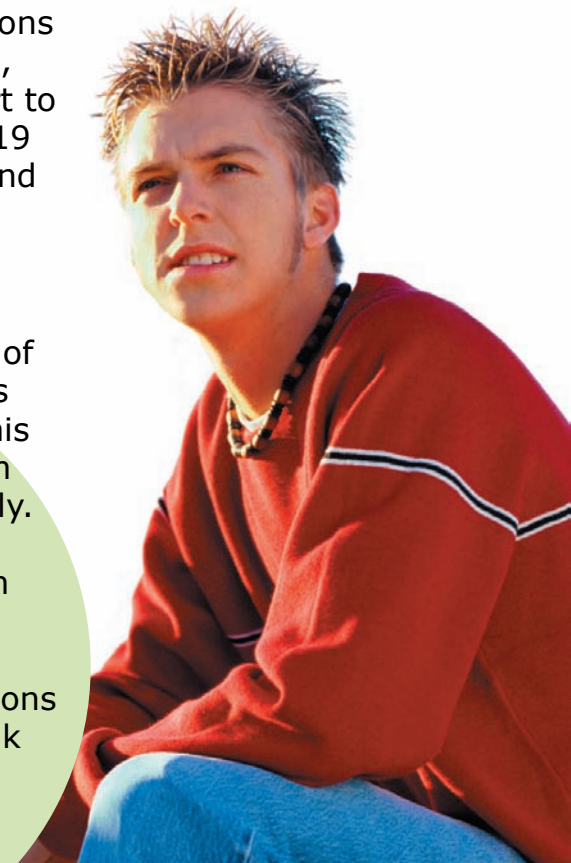


# Suffolk Youth & Connexions Service

## The information we keep about you

The Suffolk Youth & Connexions Service provides information, advice, guidance and support to help young people aged 13-19 to make good choices now and in the future.

To do this we keep a variety of information about you that is relevant to those choices. This information is kept mainly on computer and is kept securely. It can only be seen by staff working for the Suffolk Youth & Connexions Service who have signed a confidentiality agreement. Youth & Connexions staff are employees of Suffolk County Council.



## What sort of information do we keep?

The Data Protection Act 1998 says the information we keep must be 'relevant to the purpose'. This means the information we keep about you is relevant to helping you make successful choices. There are two types of information:

### Basic information



Basic information will be shared with other Connexions partnerships if you move to their area to live, study or train, and with other Youth & Connexions agencies if we are working with them to support you.

### Additional information



We will only pass on additional information to other agencies where we have your permission or where we are required to by law or we believe it is in your best interests to do so.