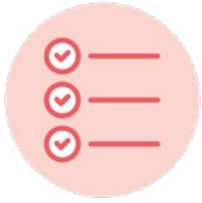




It is important that you also know that we will:

- 





## Can I ask you to change information about me if it's wrong?

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- If you think any of the information we hold about you is wrong, you or a responsible adult can ask us to correct it for you.
- Either you or a responsible adult can contact us at:  
dpo@careersandenterprise.co.uk



## Can I have a copy of the information about me?

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- Yes! To get a copy of your information you or a responsible adult can ask us for it by contacting: dpo@careersandenterprise.co.uk



## Can I ask you to delete the information you have about me?

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- Yes! If you, or a responsible adult, asks us to delete the information we have about you we have to do so within 30 days of you asking.
- If you want us to delete your information email us at  
dpo@careersandenterprise.co.uk



## How do you keep my information safe?

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- Your information is kept safe in our secure IT systems and in protected paper storage.
- We send private information by Signed For post or by using encrypted emails.

We do everything we can to keep your information safe. If something goes horribly wrong and your information is affected we will let you or a responsible adult know within 72 hours and we will do everything we can to make your information safe again.



## Getting in touch and complaints

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- We do our best to keep your information safe in a way that you and adults responsible for you are happy with. But if ever we don't succeed at this or you're worried about anything in this notice please get in touch with us at  
dpo@careersandenterprise.co.uk.
- Or to complain contact: The Information Commissioner's Office, Water Lane, Wycliffe House, Wilmslow, Cheshire SK9 5AF Tel. +44 303 123 111