

# How we use your information!



Hi there!  
We are Lisburn & Castlereagh City Council.  
We keep personal information about you. This is information that identifies you. It can be your name, address or date you were born.



We can only use your personal information where rules tells us we can. These rules give you rights about how your personal information is used. We can tell you what your rights are if you ask us to.



We get your information from your parents or carers, or sometimes from you. We also collect personal information on the cameras we have in our buildings and outside spaces.



You can ask us about your information. You can also ask your parent or carer to help if you need to.



We only keep your personal information as long we need to. There are rules we follow about how long we keep it. Ask us if you want to know more.



We always keep your personal information safe. It is held on our computers and sometimes written on paper. But we don't let just anyone see it, only where the rules say we can.

