

Children and Young People – Your Privacy Notice

Who is UK Youth?

UK Youth is a leading charity with a vision that all young people are equipped to thrive and empowered to contribute at every stage of their lives. With an open network of more than 8,000 youth organisations and nation partners; UK Youth reach more than four million young people across the UK and is focused on unlocking youth work as the catalyst of change that is needed now more than ever.

What is personal data?

Any information that could be used to identify you. At its simplest, this could be your name and address, or it could include a telephone number, email address, a picture or a recording of you. As you might be attending one of our national programmes, using the Charity's services, or being supported in some other way, our expert staff needs to know certain things to help us deliver our work. This could include ensuring we have sufficient information, such as medical or dietary information, to meet the aims of our work and deliver it safely, or meeting learning support requirements.

Why do we need personal data?

When you attend one of our national programmes or use the Charity's services, we collect personal data for safety reasons, for example your name to account for you in an emergency, and research purposes to understand if our work is effective. All data is confidential, and you will not be named in any research.

Where do we get our data, and what do we do with it?

We primarily get it from you, but if you are under 16, your parent or carer must give it to us on your behalf.

We don't buy lists of names and only hold the data we need to deliver our work. If you are attending one of our national programmes, we might receive information from, for example, a youth organisation with which you already have a relationship. We would only receive this information with your (or your parent/carers) permission.

You need to know that we are cautious with your information.

The data law requires us to protect your data and only use it for the reason it was given. Everyone at UK Youth is trained in data protection and safeguarding, which means we know how to keep your information safe. We don't share it unless you or your parent/carers tells us we can (unless we are worried about you), and we will always store it securely. Our detailed ICT Data Protection and Privacy Policy provides detailed information on how we keep personal data safe. It is a bit longer than this, but it is also available on our website.

How long do we keep your data?

We have considered how long we should keep personal data. We believe it is only as long as you think it is reasonable, or it is where we must for legal reasons. The Information Commissioner's Office (ICO) guides us on how long we keep personal information and what we do with it (whether we delete or archive it) when its time is up! We keep our systems very safe, just like you would expect us to.

Do we use computers to make decisions about you?

No — we don't let computers make important decisions about you on their own. If a big decision ever needs to be made, a real person will always be involved.

Sometimes, we use computer systems to help us understand things better — like how we can raise money to support our work. We might use information to look at patterns (this is called profiling), but we don't use this to make decisions about young people like you.

If we ever change the way we do things, we'll let you know clearly and explain what it means. You can always ask questions, say if you're not happy, or ask for a person to look at a decision instead.

What are your rights?

You have rights over your information, just like grown-ups do. You can:

- Ask to see the information we hold about you
- Ask us to correct it if something is wrong
- Ask us to delete it if we don't need it anymore
- Say "no" to some ways we use your information
- Ask us not to use computers to make big decisions about you

In the UK, if you're under 13, a parent or carer must permit us to collect or use your personal information online. If you're 13 or older, you can usually make those choices yourself—but we may still check with your parent or carer for certain things, especially if you're under 16.

You or your parent/carers can contact us at any time if you wish to raise a concern.

Do you want more information?

You might want to contact us directly, or, more likely, your youth organisation will do so on your behalf. When you contact us, we sometimes ask you for personal information to verify who you are and how old you are.

If you are attending one of our national programmes, it is often delivered through your local youth organisation or using UK Youth's services. We have a legal duty to explain how your personal information is used and check that you agree, know your rights, and understand what we do with it—it is yours after all!

If you want to know more about the personal information we hold about you, or if you want to ask a question, then contact us:



UK Youth | Data Protection Impact Assessment

- Email data@ukyouth.org or
- Write to us at UK Youth, x+y, Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH.
- Please mark your enquiry Private and Confidential and for the attention of the Data Protection Officer.

If you are under 16, your parent or carer must do this. If you are over 16, you can contact us directly, although we advise that you discuss this with your parent or carer first and copy them into any correspondence you send.