

**Privacy Notice: Young People**

**Last updated: December 2021**

**Next Review: December 2022**

**Sk8side CiC**

PO Box 89

Tannery Lane

Ashford

Kent

TN23 1XZ

**Sk8side CIC privacy notice**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under current data legislation.

**Who we are**

Sk8side CIC collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws. Our Data Protection lead is Becky Guntrip.

**Personal information we collect and use**

**Information collected by us**

In the course of you signing up as a member we collect the following personal information when you provide it to us:

* personal information (such as name, address, contact details, date of birth, gender).
* special category characteristics (such as ethnicity and disability).
* details of family relationships, including those of extended family and friends.
* reasons for support (such as what is working well and what you are worried about).
* Outcomes of you involvement with us, such as completion of AQA unit award scheme, consent forms for activities, trips and residentials.
* Education and employment status and the type of accommodation you are living in.

We also obtain personal information from the following other sources:

* details of any young person reported missing from home, from the Police as part of our legal duty.
* referral and involvement information from partner organisations.
* Attendance and exclusion information (such as sessions attended, details to support statutory processes).
* involvement with other agencies and organisations such as KCC children’s services teams, police, social services, other youth provisions, education settings.
* decisions relating to our statutory legal duties.

**How we use your personal information**

We use your personal information to:

* safeguard and support you and to monitor your progress
* enable integrated working with other teams and organisations to ensure you receive the right support at the right time
* plan and provide the most appropriate level of support to you
* support you to access relevant support and advice, services and groups
* evaluate and quality assure the services we provide, and improve our service and how we support you
* inform future service provision and the commissioning of our services and provision
* register your family at your local Open Access Children’s Centre/Youth Hub so that additional support can be accessed easily, if you have consented for us to do so
* inform you about forthcoming events/activities that may be of interest to you, if you have consented for us to do so
* to evidence your involvement with Sk8side which can be used to promote our service on social media, annual reporting, for commissioning and grant applications. On the basis that you have consented to do so.

**How long your personal data will be kept**

We keep your information securely in line with GDPR legal guidance and every effort is made by our staff to ensure it is kept secure.

Personal data shall be kept in a form which allows us to identify you for no longer than is necessary and for the purposes for which the personal data is processed; personal data may be stored for longer periods if it is processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Sk8side CIC is a small organisation undertaking low-risk processing and do not need a documented retention policy.

**Reasons we can collect and use your personal information**

We collect and use your personal information to comply with our legal obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (safeguarding of children and of individuals at risk, and equality of opportunity or treatment), for the provision of social care, for social security or social protection law, and for the establishment, exercise or defence of legal claims whenever courts are acting in their judicial capacity.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities, including:

* The Children and Families Act 2014
* Children and Social Work Act 2017
* Children Act 1989

**Who we share your personal information with**

* teams within KCC working to improve outcomes for children and young people
* commissioned providers of local authority services
* Police
* Schools
* AQA where you have taken part in completion of a unit, this will be assumed consent.

We will share personal information with law enforcement or other authorities if required by applicable law.

**Your rights**

Under GDPR you have rights which you can exercise free of charge which allow you to:

* know what we are doing with your information and why we are doing it
* ask to see what information we hold about you (subject access request)
* ask us to correct any mistakes in the information we hold about you
* object to direct marketing
* make a complaint to the Information Commissioners Office
* withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

* ask us to delete information we hold about you
* have your information transferred electronically to yourself or to another organisation
* object to decisions being made that significantly affect you
* object to how we are using your information
* stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply,[see the guidance from the UK Information Commissioner's Office (ICO)](https://ico.org.uk/)on individuals’ rights under GDPR.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**Contact**

You can contact our Data Protection Lead Becky Guntrip: Bex@sk8side.org, 07896 798788

GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the [Information Commissioner](https://ico.org.uk/concerns) who may be contacted on 03031 231113.