



Privacy Statement

Introduction

Lancashire Youth Challenge is committed to safeguarding and preserving the privacy of participants, employees, supporters, and partners.

Individuals have the right to know what personal data we hold about them, how we store and use it, why we hold the information and for how long.

The purpose of this Privacy Statement is to explain the rights of individuals and how Lancashire Youth Challenge controls and processes their data.

The Privacy Statement will be reviewed and updated annually, to reflect changes in our services, feedback, and to comply with changes to the law.

SECTION 1 Information We Collect and Why

Lancashire Youth Challenge collects personal information pertaining to programme participants, staff, freelancers and volunteers, such information may include but is not limited to:

1. Personal Contact Details (including full name, address, email address and phone numbers)
2. Date of Birth
3. Family Details (Emergency Contact Information)
4. Financial Information (Bank account details for employees and freelancers)
5. Education and Employment Information
6. Visual Imagery (Photographic and Recorded Imagery)
7. Medical Information (allergies, medication, mental and physical health details)
8. Racial or Ethnic Origin
9. Gender and Identity Information

LYC will only collect and process the above data types where we have legitimate interest to do so in relation to individuals' involvement with the charity.

When completing forms i.e. enrolment forms, application forms, Data Subjects (or their Guardians) will be asked to consent for LYC to control and process the data they have provided.

We will store the data on a digital, password-protected, database. We will also utilise Google Drive and or Microsoft OneDrive to store and process this data. For further information, see Google and Microsoft's Privacy Policy.

We limit access to personal data to a minimum number of employees who require access to the data to carry out their jobs. We will use this data to contact those individuals inviting them to participate in projects, attend events and to promote our work etc. We never pass this information on to other organisations. Our lawful basis for holding and processing this information is consent given when

individuals attend one of our programmes or enters a contract of engagement with the company. Individuals will be expressly asked for this consent and have the right to decline it.

People who work with us

We keep a database of relevant people who work with us or have worked with us, or who we might work with in the future, or who are of another legitimate interest to the company. This includes, but is not restricted to: trustees, staff, volunteers, photographers, film-makers, education specialists, administrators and other freelance professionals and service providers.

The data stored on the database includes full names and contact details as a minimum, and occasionally other data such as photographs, date of birth, DBS information and other information, required for example by the Charity Commission, pension providers or HMRC.

In relevant cases, we hold employment details and payment details which have been supplied to us by those individuals, for example employment contracts and copy invoices. We share some of this data, such as copy invoices, with Lancaster CVS who provide payroll and accountancy services.

The above data of the people who work with us, or have worked with us, is held on password protected computers.

Website

Via our website we may automatically collect and process the following data:

- Information about use of our site including details of visits such as pages viewed, length of visit and the resources accessed. Such information includes traffic data, location data and other communication data. This information does not identify users in any way.
- Information provided voluntarily by individuals, for example, when registering for information.
- Information that is provided when communicating with us by any means.

Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information to assist us in improving our website. We may gather information about website visitor's general internet use by using the cookie. Where used, these cookies are downloaded to the website visitor's computer and stored on the computer's hard drive. Such information will not identify the website visitor personally. It is statistical data. This statistical data does not identify any personal details whatsoever. Individuals can adjust the settings on their computer to decline any cookies if they wish, by activating the reject cookies setting on their computer.

Third Party Links

On occasion we include links to third parties on our website or via social media. Where we provide a link, it does not mean that we endorse or approve that site's policy towards visitor privacy. Individuals should review their privacy policy before sending them any personal data.

SECTION 2 How we collect and use data

We only collect and store personal data that individuals have provided to us, or where it is a legal requirement, or where we can demonstrate legitimate interest. We will ask to collect data when individuals and organisations enquire or register to take part in our activities, events, work with us or volunteer with us.

We will only use an individual's personal information with their consent, or where it is necessary to:

- enter a contract with them
- comply with a legal duty
- protect their vital interests
- use for our own (or a third party's) lawful or legitimate interests, provided their rights don't override these.

We may use an individual's information in a variety of ways including to:

- Send them information about our latest news, productions, projects, activities, events, and opportunities to support us via post and email
- Process their registration to an activity or event
- Maintain our database of supporters and people that have attended workshops and events
- Process orders and purchase of products or services
- Record any donations that individuals make to us, including when and how much they gave
- Update an individual's information to respect their choices and preferences

SECTION 3 How we protect data

We take the security of individuals' personal information seriously and take appropriate steps to ensure all data is securely stored. We store physical and electronic data. Physical data is stored securely our office, or with our CEO, Treasurer or Accountant, or by the Project Coordinator when delivering projects off site.

Electronic data and databases are stored on secure computer systems, and the third-party processors outlined below. In all cases, we control who has access to this information. Our computers are password protected.

Personal information is only accessible to authorised personnel and all personal information is transferred using secure processes. All staff work in accordance with our data protection policy and procedures when handling personal data.

Use of third-party processors and storage

We use the following third-party processors to store and/or process data:

[Google Drive Privacy Policy](#)

[Microsoft OneDrive Privacy Policy](#)

[ZOHO emails Privacy Policy](#)

SECTION 4 Disclosing, Retaining and Removing Information

We will not disclose any individual's personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

Where we are legally required by law to disclose an individual's personal information

- To further fraud protection and reduce the risk of fraud
- For our own (or a third party's) lawful or legitimate interests
- If there was an overriding need e.g. if there was an emergency at a workshop or session we were facilitating.

We will delete information from our files and our databases on request, and in a timely manner.

We will review all data we hold on an annual basis and if it is no longer of legitimate interest for us to hold, we will delete it. Therefore, all data will be held until it is requested to be removed, or until it is no longer of legitimate interest to us.

Processes for Dealing with Data Breaches

All cases of suspected or reported data breach will be investigated in a timely manner. The suspected breach will be passed to our company's data protection officer, who will respond according to procedure.

SECTION 5 Further Information

ICO Registration

All personal data will be processed in accordance with the rights of the data subjects under the General Data Protection Regulation.

Lancashire Youth Challenge is not legally required to be registered with the Information Commissioner's Office as we are a small, not for profit charitable organisation.

Access to Information and Rights

Under the General Data Protection Regulation (GDPR), individuals have the right to view or ask us to amend or delete the personal information that we hold about them.

Such a request should be made via email: guy.christiansen@lancashireyouthchallenge.co.uk

More about people's rights under the [GDPR legislation](#), can be found on the ICO website Individuals have the right to make a complaint if they think there is a problem with how we handle their data.

Complaints should be made to the Information Commissioner's Office Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at guy.christiansen@lancashireyouthchallenge.co.uk

Updated 18th July 2022