



The Souster Youth Trust

Registered Charity no: 1162368

DATA PRIVACY NOTICE: YOUNG PEOPLE UNDER 18

1. Introduction

This privacy notice explains how Souster Youth processes personal information about the young people under 18 whom we meet in school, or who take part in activities we organise outside school, or who come to the Souster Youth Drop-in hub.

2. What personal information do we collect?

We may receive personal information from:

- you personally;
- your parents, guardians or carers, or
- your school.

The information we hold may include your name, postal and e-mail addresses and telephone numbers; we may also record your date of birth, sex, ethnic origin, school year group, attendance record and attainment levels. With your and your parents', guardians' or carers' consent, we may also record audio/visual conversations with you during on-line sessions.

If you have been referred to us by your school, we may record the reason you were referred, any special needs and assessment records.

If you take part in Souster Youth activities or visit our Drop-in Hub, we may keep notes of any medical condition you may have, medication taken or allergies, and of your parents' or guardians' telephone numbers. If it becomes known to us, we may also keep information about your mental or physical health and wellbeing.

With your and your parents', guardians' or carers' consents, we may also keep and publish photographs of you in our Annual Report, or to promote our activities.

3. What do we use your personal information for?

We use this information for the following purposes:

- to identify you;
- to communicate with you;
- to enable us to give you appropriate counselling;
- to keep you safe, and
- And to use if there were to be an emergency (medical or other otherwise).

With the consent of you personally and of your parents, guardians or carers, we may also use the information to publicise our activities.

4. What is the legal basis for processing your personal information?

The law allows us to process your data only for certain reasons, among which are:

- to carry out certain legal obligations (eg: for safeguarding purposes);
- where we have a legitimate interest in doing so (eg: to offer appropriate counselling and care).
- Where you and/or your parents or guardians have given us consent.

5. Who do we share your personal information with?

We may share certain information with your school. If we meet you in connection with a church activity, we may also share information with a minister of the church. Whenever that happens, the information is shared in confidence, and only for the purposes listed in paragraph 4.

6. How will we keep your personal information secure?

Where data is in paper form, it will be kept in locked containers. Where it is kept in electronic form, it will be encrypted and/or password-protected. The data we keep will only be accessible to people in Souster Youth who need access to it in order to perform their work.

7. How long will you keep my personal data?

If we meet you at school, we shall retain your personal data during the time you are at the school, and for seven years after that. If we meet you elsewhere, we shall keep your data whilst you are associated with us, and for seven years after that association ceases. We retain accident records indefinitely.

8. What are your rights?

Generally speaking, you and your parents, guardians or carers have the following rights about the personal data we process:

- to request a copy of personal data about you that we hold;
- to ask us to correct any personal data if it is found to be inaccurate or out of date;
- to ask for your personal data to be erased where it is no longer necessary for us to retain it;
- to withdraw any consent that may have been given in the past;
- to object to the processing of personal data, where processing is based on our legitimate interests;
- to complain to the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

9. How can I get more information?

If you want to ask us to do any of the things listed in the previous section of this notice, you or your parents or guardians should contact the Office Manager or the Director at Souster Youth, Souster House, 30 Market Road, Thrapston, Kettering NN14 4JU.

01/07/20