

Privacy Notice

This is the privacy notice of Breathe Youth. In this document, “we”, “our” or “us” refers to Breathe Youth.

We are United Kingdom registered charity (Number1180351)

Our registered office and contact details

Name: Breathe Youth

Address: 11 Princess Royal Road, Bream, Lydney, Gloucestershire, GL15 6NG

Phone Number: 07738422831

E-mail: office@breatheyouth.org.uk

Introduction

- This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (ie personal information) and information that could not. In the context of the law and this notice, ‘process’ means collect, store, transfer, use or otherwise act on information.
- Breathe Youth take seriously the protection of your privacy and confidentiality. We understand that all visitors to the website, to our office or youth group settings and young people who engage with our services are entitled to know that their personal data will not be used for any purpose unintended by them; and will not accidentally fall into the hands of a third party.
- Breathe Youth aim to preserve the confidentiality of all information you provide to us, and hope you agree to do the same.
- To the best of our knowledge, this policy complies with UK law accordingly implemented, including that required by the 2018 General Data Protection Regulation (GDPR).
- The law requires us to tell you about your rights and our obligations to you, in regards, to the processing and control of your personal data. We do this now, by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Breathe Youth take your privacy seriously and will never sell your information to third parties. We may share your information within Breathe Youth as well as relevant companies or organisations so we can provide you with, or offer you other support services.
- Breathe Youth are required by law to share information with relevant authorities if we become concerned about someone’s safety.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers such as your title, name, and date of birth.
- Contact details including postal address, postcode, email, and telephone number.
- Records of your contacts with us.
- Details of conversations that you have with us during activities where it is deemed necessary to do so.

In addition, for Young People

- Name of school attended by a young person.
- Social media usernames.
- Dates and places of Breathe Youth activities attended.
- Your photograph (only with your and/or your parent/carer's permission).

In addition, for Staff/Volunteers

- Financial information such as your bank details.
- Records of communications we have sent to you, including whether you have opened emails or clicked on links within them.
- Please note we do not currently use cookies to gather Information when you use our website.

How we get the personal information and why we have it

The law requires us to identify which of six identified areas we process different categories of your personal information, and to notify you of the reasons for each category.

If a reason we process your personal information is no longer relevant, then we shall immediately stop processing your information.

1. Information we process with your consent

When you ask us to provide you with more information about our organization, job opportunities and our services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to get your explicit consent to process this information, for example by asking you to complete our Referral, Consent or Permission Forms.

Sometimes you might give your consent implicitly, such as when you send us a message by email to which you reasonably expect us to reply.

We continue to process this information on this basis until you withdraw your consent, or it can reasonably be assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us via office@breatheyouth.org.uk or by telephone 07738422831 or in writing to Ruth Julius, c/o 11 Princess Royal Road, Bream, Gloucestershire, GL15 6NG

2. Information we process because we have a contractual obligation with you

This will usually apply to organisations we have formal legal contracts with.

In order to carry out our obligations where we do have contractual requirements, there are times we must process the information we are given. Some of this information may be your personal information.

We may use it in order to:

- Verify your identity for security purposes.
- Provide you with our services.
- Enable other organisations (eg banks and pensions) to be able to provide you with a service on Breathe Youth's behalf.
- Provide you with suggestions and advice on our services.

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract.

Additionally, we may use this information in a general way and use it to provide specific information. For example, to monitor our performance with respect to a particular service we provide. If we use it for this purpose, you as an individual will not be personally identifiable.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

3. Information we process because we have a legal obligation

Breathe Youth are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory or legal obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorization such as a search warrant or court order.

This may include your personal information.

4. Information we process because of a vital interest

When we believe or are made aware there is a significant safeguarding concern, or we believe you or others are in danger or at risk of significant harm, Breathe Youth will share information we have with the appropriate authorities (for example the police or social care).

This may include your personal information and may be done without your consent, in order, for the information to be shared in a timely way.

5. Information we process because of a public task

Breathe Youth do not process any information under this category.

6. Information we process for the purposes of legitimate interest

Breathe Youth may process information on the basis there is a legitimate interest, either to you or to us, for doing so. Legitimate in this way means it is reasonable for us to have and process the information.

Where we process your information on this basis, we do after having careful consideration to:

- Whether the same outcome could be achieved through other means.
- Whether processing (or not processing) might cause you harm.
- Whether you would expect us to process your data, and whether you would consider it reasonable to do so.

For example, we may process your information on the basis for the purposes of:

- Providing you with the best possible support from the range of services we provide.
- Record keeping: to ensure that our records are correct, and we maintain what we need, to run our organisation legally and properly.
- Responding to unsolicited communication from you to which we believe you would expect a response.
- Protecting and asserting the legal rights of any party.
- Insuring against or obtaining professional advice that is required to manage Breathe Youth's risk.
- Protecting your interests where we believe we have a duty to do so.

Specific uses of information you provide to us

1. Job application and employment

- If you send us information in connection with a job application,

- If we employ you or engage you as a volunteer, we collect information about you and your work from time to time during your period of volunteering or employment with us. This information will only be used for purposes directly relevant to your this.

Referral application or registration form

When we receive a referral form you a self-referral or make a referral is made on your behalf to one of our services, we collect the data given to us (either by yourself or another organisation).

We use this information to match the needs of the young person being referred to the best source of support or service offer we provide.

A registration form is completed for each young person attending our clubs. This enables us to ensure that the club environment meet the needs of the young people and is conducted in a safe manner.

2. Sending us a message

When you contact us (eg by email, social media, letter or phone), we collect the data you have given to use in order to reply with the information you need.

We may record your request and our reply, in order to increase the efficiency of our organisation.

We keep personally identifiable information associated with your message, such as your name and email address so we can track our communications with you to provide a high-quality service.

3. Complaining

When we receive a complaint, we record all the information you have given to us. We use this information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give that other person some of the information contained in your complaint. We will do this as little as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

Access to your information

1. Access to your personal information

At any time, you may review or update personally identifiable information that we hold about you.

To obtain a copy of any information that is not provided on our website you may send us a request at office@breatheyouth.org.uk or telephone 07738 422831.

After receiving the request, we will tell you when we expect to provide you with the information.

2. Removal of your information

If you wish us to remove personally identifiable information from our records, you may contact us at office@breatheyouth.org.uk or telephone 07738 422831.

Note, this may limit the service we can provide to you.

3. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting access or otherwise taking any action. This is important to safeguard your information.

How we store your personal information

Your information is securely stored in the following locations:

- Breathe Youth Office (in a secure locked location)
- Password protected files on staff laptops
- Password protected folders in 'One Drive' (ie cloud storage?)
- Securely stored in individual mentor homes

Retention period for personal data

See our retention schedule for details of how long we keep your data.

At the end of this period, we will:

- Dispose of your personal information by shredding all hard copies of records and forms, deleting all electronic files and emails including records stored in Breathe Youth's One Drive account.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Breathe Youth, c/o 11 Princess Royal Road, Bream, Gloucestershire, GL15 6NG if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Breathe Youth, c/o 11 Princess Royal Road, Bream, Gloucestershire, GL15 6NG.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>