



Data Protection Privacy Notice

Children and Young People

Who is Youth Active?

Youth Active CIC is a registered Community Interest Company (CIC) dedicated to empowering, inspiring, and equipping young people across East London to thrive. As a Community Interest Company, we are a social enterprise. This means we don't operate for private profit; instead, 100% of our resources, funding, and passion are legally locked and reinvested directly back into the community to benefit the young people we serve.

What is personal data?

Personal data is any information that tells us who you are. This includes obvious things like your **name, address, phone number, email, photos, or video recordings**. It also includes less obvious details like **what school you go to, your location, or your computer's IP address**.

Sometimes, we need to ask for more sensitive details, such as **medical conditions, allergies, dietary needs, or learning support requirements**. We *only* ask for this to keep you safe during our activities and to make sure you have the best possible experience with us.

Why do we need personal data?

When you join our sessions or use Youth Active CIC's services, we collect your information for two main reasons:

1. **Safety:** We need to know who is in the building and who to contact in an emergency.
2. **Impact & Funding:** We look at data to see if our programmes are working. All of this research is strictly confidential, and **you will never be named** in any reports

We keep your information Safe

We treat your information with the utmost care. Data protection laws require us to protect your privacy and only use your information for the exact reasons you gave it to us

- Every staff member and volunteer at Youth Active CIC is trained in **data protection and safeguarding**.
- We **never share your information** without your or your parent/carer's permission (unless we are seriously worried about your safety).
- Your information is always stored securely. For the full, technical details, you can read our master ICT Data Protection and Privacy Policy on our website.
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Where do we get our data, and what do we do with it?

We get most of our information directly from you. If you are **under 16**, your parent or carer must provide it on your behalf.

- We **never** buy lists of names or marketing data.
- We only hold onto the specific details we need to run our club

If you join us through a partner school or local community group, they might securely share your details with us—but only if you or your parent said it was okay first. 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/carer's) permission.

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

Data protection legislation requires us to keep personal information secure and only use it for the purpose for which it was collected. At Youth Active, we are committed to protecting the privacy and confidentiality of everyone who engages with our services.

All employees and volunteers receive appropriate training in data protection, confidentiality, and safeguarding to ensure that personal information is handled responsibly and securely. Information will only be shared with others where consent has been provided by the individual or their parent/carer, unless there is a safeguarding concern or a legal obligation that requires information to be shared in order to protect a child, young person, or adult at risk.

Personal information is stored securely and managed in accordance with data protection legislation and organisational policies. Further details about how Youth Active collects, uses, stores, and protects personal information can be found in our Data Protection and Privacy Policy, which is 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 may contact us directly, or your youth organisation may contact us on your behalf. In some cases, we may ask for personal information to confirm your identity and age before responding to your enquiry.

If you participate in one of our programmes, this may be delivered through your local youth organisation or through services provided by Youth Active. We have a legal responsibility to explain how we collect, use, store, and protect your personal information. We also want to ensure that you understand your rights and how your information is managed.

If you would like to find out more about the personal information we hold about you, or if you have any questions about how your information is used, please contact us using the details below:

- info@youthactivecic.org.uk or
- Write to us at <https://www.youthactivecic.org.uk/contact-us>.
- 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.



**YOUTH
ACTIVE**
INSPIRING YOUNG PEOPLE

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