

# Privacy Notice

**This youth peer research project is run by The Young Foundation. We value your privacy and will never contact you without consent.**

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

## Your information

The Young Foundation uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European and in the United Kingdom and we are responsible as 'controller' of that personal information for the purposes of those laws.

## The personal information we collect and use

When you register your interest in participating in this youth peer research project, we will capture a range of personal information:

- Your name and email address
- Which county of England you live in, and the type of area
- Your age, gender, ethnicity, sexuality and health status
- Your working status and highest level of education
- Information about some other life experiences you may have had.

You can opt-out of providing this information but unless we can confirm that you meet the age range and geographic requirements for this project, we will not be able to advance your application.

## How we use your personal information

We use your full name and email address to:

- Contact you about your application
- Contact you about future opportunities, if you choose to opt-in to this

We use the other data to ensure that we reach and employ a diverse range of young people from across England into this project.

We also use it for monitoring purposes to understand the diversity of people we reach through our work.

### **Who we share your personal information with**

Data that will be used for monitoring purposes (see previous section) will be shared with The National Lottery Community Fund. This information will not include your name or email address.

The National Lottery Community Fund may also share the research and monitoring data with selected partners and third parties they work with (for example Camelot, other National Lottery distributors such as Heritage Lottery Fund, government departments such as the Department for Digital, Culture, Media and Sport (DCMS), the Gambling Commission and organisations hired by the Fund to provide services such as external evaluators and auditors) for the sole purpose of promoting National Lottery good causes work.

We will not share your full name or email address with any other third parties.

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

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

If you choose to be notified about future opportunities, we will hold your details for 12 months. We will recontact you after that time to confirm if you wish to remain on our database. You can withdraw from our database at any point by emailing [peerresearch@youngfoundation.org](mailto:peerresearch@youngfoundation.org)

If you do not wish to be notified about future opportunities, your details will be destroyed within six months.

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

We rely on Consent (that you have given clear consent for us to process your personal data for a specific purpose) as the lawful basis on which we collect and use your personal data.

### **Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations

- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under the General Data Protection Regulation. If you would like to exercise any of those rights, please:

- email, call or write to us at [hello@youngfoundation.org](mailto:hello@youngfoundation.org),
- let us have enough information to identify you (e.g. your name and email address),
- let us know the information to which your request relates
- If you would like to unsubscribe from any email updates you can also click on the 'unsubscribe' button at the bottom of the email. It may take up to 28 days for this to take place.

### **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.

### **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at [ico.org.uk/concerns](https://ico.org.uk/concerns) or telephone: 0303 123 1113.

### **Changes to this privacy notice**

This privacy notice was published on 13 September 2021 and last updated on 10 September 2021.

We may change this privacy notice from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

## **How to contact us**

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to [hello@youngfoundation.org](mailto:hello@youngfoundation.org), write to The Young Foundation, Toynbee Hall, 28 Commercial Street, London, E1 6LS or call 020 8980 6263.