



**Peer Research
Network**

Powered by The Young Foundation



The Young Foundation

NCFE Centre Privacy Notice

Informed by experience

We gain greater insights through
community-led research

The Young Foundation is a registered charity in England and Wales.
Our charity number is 274345. We are also a company limited by
guarantee. Our company number is 1319183.



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.

This privacy notice applies exclusively to the administration of The Young Foundation's operations as an NCFE Approved Centre and the administration of the Level 2 Award in Peer Research (a Customised Qualification accredited by NCFE).Definitions

Your information

The Young Foundation uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018, and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use

In the course of administering the qualification we collect the following personal information when you provide it to us:

- Your full name and email address
- Personal information including your date of birth, gender, and ethnicity
- Your IP address is also recorded by our mailing list provider, MailChimp.

In addition, for learners registered with us, we will generate a unique student ID, and record information about your progress and results for each module of the qualification.

How we use your personal information

We use your full name and email address to:



- Contact you about your registration and progression with the Level 2 Award in Peer Research (or that of your learners)
- Send emails keeping you updated on The Young Foundation's Peer Research Network, if you subscribe to our newsletter

We also use your information to register you with NCFE, the awarding body, and set up your Skills Portfolio account, the online portfolio platform through which the Award is administered.

Who we share your personal information with

We share your personal information with the following third-party providers:

- **NCFE**, the awarding body, requires full name, unique student ID, date of birth and gender in order to register learners. Skills Portfolio is an NCFE product. You can find NCFE's privacy notice [here](#).
- **MailChimp**, which hosts our mailing lists and is based in the US. MailChimp processes only your name, date of birth, and email address. You can find MailChimp's privacy notice [here](#).

All data is stored electronically and The Young Foundation's IT suppliers can access the information if necessary. They cannot use your personal data for their own purposes and your data is secure and confidential.

We will not share your personal information 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

We will hold your details for up to 18 months after you have either completed the qualification or withdrawn your registration. After that time, we will retain only:

- a unique student ID record of completion of the qualification, along with the date of completion and the project/organisation which the learner was affiliated with. You will need to provide this information if you have any queries about your Award in the future.



- An anonymised aggregate summary of the profile of learners who have completed the qualification or withdrawn, in terms of age, gender, ethnicity, and nature of affiliation. This will be used as part of our evaluation of the Award delivery and our commitment to monitoring diversity and inclusion.

Please note that NCFE may store your data for a longer period of time and you should consult their privacy notice in relation to this.

Upon completion or withdrawal, you will be given the option to join The Young Foundation's Peer Research Network or sign up for our other newsletters (if you have not already done so). You can find the privacy notice for these communications [here](#).

Reasons we can collect and use your 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 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,
- 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 UK Data Protection Act (2018) also gives you right to lodge a complaint with the Information Commissioner who may be contacted at ico.org.uk/concerns or telephone: 0303 123 1113.

Changes to this privacy notice

This privacy notice was published on 31 October 2022.

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, write to The Young Foundation, Toynbee Hall, 28 Commercial Street, E1 6LS or call 020 8980 6263.

Date policy last reviewed	October 2022
Reviewer	VB
Date of next review	October 2023

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