

# DATA PROTECTION & PRIVACY POLICY

YOUNG URBAN  
**ARTS**  
FOUNDATION

## What this Privacy Statement is about?

The Young Urban Arts Foundation (“YUAF”, “we”, “the charity”) needs to gather and use personal information about certain individuals. These individuals include participants who attend or have attended our programmes, associates delivering services to YUAF, individuals who have shown an interest in some way in supporting, or finding out more about, YUAF, and other individuals with whom YUAF has a relationship.

This privacy statement describes how we collect, handle, and store personal information about these individuals. YUAF takes its responsibilities in this regard very seriously and seeks to protect the information about all and any individuals whose information we handle.



## The Formal Stuff

This privacy statement describes the steps that the charity takes to ensure that it complies with the general data protection regulation – GDPR. It ensures that the charity –

- Complies with good data and privacy practices
- Protects the rights of the individuals whose personal information the charity collects and uses, including the need to ensure that the charity’s safeguarding policy is adhered to
- Is open about how it collects, uses, and stores this information
- Keeps and maintains the information that we hold in a secure manner

## Information we may collect, and why we collect it

It is necessary for the charity to hold certain data so that we comply with our legal requirements regarding safeguarding. For other types of personal information that we collect about an individual we will do so on the basis that we have gained the explicit consent of the individual to gather and to use their personal information for the following purposes



- For friends and supporters of the charity, retaining a register of names, email addresses, telephone numbers, so that we may from time to time provide updates on the activities of the charity
- For participants in the charity’s programmes, retaining email addresses, telephone numbers, and scanned registration forms, for the purposes of our reporting, impact measurement, support relating to participation on a programme. and our safeguarding policy
- For delivery associates, retaining a register of names, email addresses, telephone numbers, for the purpose of arranging engagement for specific activities and programmes
- For other youth services and related organisations, retaining contact information for the purpose of referral where appropriate



## Sharing personal data

There are occasions when it might be necessary to share personal data with other organisations with similar objects to those of the charity. Before we do this we notify any individual where sharing might be necessary in order to gain consent for the action. YUAF does not share personal data internationally.

## Retention of personal data

YUAF sets no time limit on how long it retains an individual's personal data. Any individual may exercise their rights of access, deletion, or modification (referred to below).

Personal data held on young persons is held anonymously after two years, for the purpose of the charity's programme participation and related statistical reporting.

## Young persons' personal data

YUAF will only hold personal data on a young person with the consent of both the person and their parent or legal guardian

## Special Category Data

YUAF will process 'special category' or 'sensitive' data including ethnicity and religious views for the purpose of reporting, needs analysis and impact measurement. YUAF will process this data only with consent of the individual or their parent/guardian, and where there is a clear necessity in the public's, the charity's or the individual's interest.

## Security

We take the security and protection of personal data extremely seriously. All personal data records are stored on the cloud and hosted by SalesForce. Access to such data is restricted to those staff members and contractors working for the charity who have an express need for such access. Two-level authentication provides secure access to SalesForce.

Certain personal data is held securely in hard-copy format in the charity's office. This includes staff and associate contracts, and programme participant registration forms. Access to such records is limited in the same way as access to digital information.

# Your Rights

All and any individuals have the right to –

- Know precisely what personal data we hold on you
- Request access to, deletion of or correction of, your personal data
- Restrict or object to processing your personal data
- Withdraw your consent where the processing was based on that consent, but note that this does not affect any processing not based on your consent
- Request we transfer your personal data to another person
- Complain to our nominated representative in which case we will follow our internal complaints procedure

**Our nominated representative for the purpose of exercising any of your rights is the charity administrator, and may be contacted at [info@yuaf.org.uk](mailto:info@yuaf.org.uk)**