

Date: May 2018

Privacy Notice

MK Youth Faculty is committed to protecting your personal information. Therefore, when you contact us (for whatever reason) you can be confident about how your personal information will be looked after and used.

This Privacy Notice sets out how we collect, use and protect your personal data. This document is to be read alongside the Corporate Privacy Notice for MKC. For further details of this, please visit www.milton-keynes.gov.uk/privacy.

Introduction

MK Youth Faculty promises to respect any personal data you share with us and to keep it safe. We aim to comply with GDPR (General Data Protection Regulation 2018), and MKC Privacy Notice mentioned above to help you to understand the reasons why we collect your data, in a clear way so we do not do anything you wouldn't reasonably expect.

This Privacy Notice explains:

1. About MK Youth Faculty
2. What information we collect and why
3. How we collect, use and keep your information safe
4. Who we share your information with
5. Your rights
6. Changes to this Privacy Notice
7. How to contact us

1. MK Youth Faculty

Youth Faculty is part of Milton Keynes Council that has the statutory responsibility for gathering information on young people's destinations 16-19(25 for those with a special need and or a disability). We also work with young people under the age of 16 in groups or individually, to support their social, emotional and personal development. When we do, we gather personal information to enable us to ensure that we can fulfil our role in safeguarding you.

2. What information we collect and why

The personal information we collect, and how we use it, will depend on your engagement with us but it may include your name and contact details (e.g. telephone, email and address). We require your personal information in the following circumstances:

- If you are aged 16-19 (25 for those with special educational needs and or a disability) to find out if you are in education, employment or training. We have a Statutory Duty under the Education and Skills Act 2008 to provide the Department for Education with this information. It also enables us to provide help to those who need it most.
- If we are providing you with a positive activity under Education Act and Inspections Act 2006 to ensure that we can fulfil our Safeguarding responsibilities.
- in the context of offering information on employment or volunteering opportunities

3. How we will collect, use and keep your information safe

3.1 How we will collect the information

We will collect information in the following ways:

- Directly from you when you:
 - Enquire about our activities
 - Register to attend a Youth Faculty event
 - Receive a service from Youth Faculty
 - Engage with us via social media
- Indirectly:
 - When you or your parent or guardian have given permission to another organization to share your information. We may then contact you by phone call, text, email or letter.
 - Via one of our referrers (such as Children and Adolescent Mental Health Service or Young Carers MK).
 - When we deliver services as part of a contract (for example with a school or college).

3.2 How we will use that information

We may use your information to:

- Provide Department for Education with information on, whether you are in employment, education or training.
- Provide you with the service, advice or information you have asked for.
- Keep a record of your relationship with us; keep your information up-to-date and accurate.
- Send you our newsletter and/or information via social media.
- Process applications for employment or volunteering opportunities.
- Understand how we can improve our services, products and information.
- Undertake analysis and statistical reporting. Where we undertake this activity your identity will remain anonymous unless you have given us your written permission to use it.
- Help us to decide where our services are most needed.

3.3 How we will keep your information safe

We make sure that we have measures in place to protect your personal information both online and off-line.

Information that we hold on you will be stored securely and only be kept as long as is reasonable and necessary, for as long as you continue to engage with us and in line with any statutory obligations placed on Youth Faculty.

In cases where we may need to transfer or process your personal information outside the European Union we will comply fully with our legal obligations.

Our website may contain links to other websites. Please note that these other websites are not covered by this Privacy Notice.

4. Who we share your information with

- Youth Faculty will comply and co-operate with the uniformed services, schools or Department of Education when we are legally required to do so – in such cases personal information would be passed on in accordance with the data protection legislation.
- Where there is a perceived threat to life due to suicidal intent or serious concern regarding a child, Youth Faculty may be required, in line with its duty of care, to report these concerns to the police or social services.

In circumstances other than those noted above, Youth Faculty will not share your information with any other organisation for marketing, market research, fundraising or commercial purposes.

5. Your rights

You have various rights around the data we hold about you.

- Right of access (to receive a copy of your personal data)
- Right to rectification (to request data is corrected inaccurate)
- Right to erasure (to request that data is deleted)
- Right to restrict processing (to request we don't use your data in a certain way)
- Right to data portability (in some cases, you can ask to receive a copy of your data in a commonly-used electronic format so that it can be given to someone else)
- Right to object (generally to make a complaint about any aspect of our use of your data)
- Right to have explained if there will be any automated decision-making, including profiling, based on your data and for the logic behind this to be explained to you.

Any such request can be submitted to the Data Protection Officer. Whether we can agree to your request will depend on the specific circumstances and if we cannot then we will explain the reasons why.

If we are processing your information based on you giving us consent to do so, you have the right to withdraw your consent at any time. Doing so may mean we are unable to provide the service you are hoping to receive and the implications of you giving or withdrawing your consent will be explained at the time.

If you are unhappy with any aspect of how your information has been collected and/or used, you can make a complaint to the Data Protection Officer. You can also report concerns to the national regulator, the Information Commissioner's Office. Their details can be found on their website:

<https://ico.org.uk/concerns/handling/>

Data Protection Officer Contact Details

Email: Data.protection@milton-keynes.gov.uk

Tel: No: 01908 01908 254900

Post: Data Protection, Milton Keynes Council, 1 Saxon Gate East, Central Milton Keynes, MK9 3HS