

# **Privacy Notice – Youth Council**

## **Our Commitment to Your Privacy**

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle yours and your child's personal data.

We have always been careful to protect your and your child's information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your and your child's information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR).

## **Who we are**

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your and your child's personal data in compliance with our obligations under the Data Protection Act 2018 and the General Data Protection Regulations 2018 once you have completed and submitted the Youth Council consent form.

This privacy notice explains what information we hold about yourself and your child, the reasons for holding it, the third parties to whom it may be passed, and any other activity involving the use of your personal data, such as collecting, storing and destroying.

## **What information do we collect**

We collect the following personal information:

- Name, postal address and telephone number of your child
- Date of birth of your child
- Emergency contact details of your child (for example, your name, postal address and telephone number)
- Health information in relation to your child (such as doctor's information, general health, allergies, medication and dietary requirements).

## **Why we collect your data**

We collect your child's personal data when you have given consent. To comply with the Data Protection Act 2018, you are not required by law to provide certain information to us; therefore your explicit consent is requested. The

parent/guardian/carer is responsible for their child's consent up to age 16. From age 16 onwards the young person can provide their own consent.

North Kesteven District Council organises meetings and events for the Youth Council, therefore we will only collect information that is needed for us to carry out our work and for no longer than is necessary.

We will collect and use this information for the following purposes:

- To support learning and provide a positive learning experience
- To monitor and report on progress
- To assess the quality of Council services
- To evaluate and monitor Council policies and strategies
- For safeguarding purposes and to be able to contact yourselves in the event of an emergency, medical or otherwise, and to protect someone in an emergency.

### **How we collect your data**

We collect your and your child's data through a form, which can be completed in paper or electronic format.

### **When we'll share your data**

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your or your child's privacy. This does not happen often, but we may share your information with other Council Departments, for example.

We do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

### **Know your rights**

You have many rights regarding your and your child's personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies, delete and restrict the personal information we hold.

If you want to remove your consent or request to see your personal data, please contact [dataprotection@n-kesteven.gov.uk](mailto:dataprotection@n-kesteven.gov.uk)

### **How do we protect your information**

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

## **How long do we keep your information**

We will keep your and your child's information for one year (unless its removal is requested) and, after which, it will be securely deleted.

## **Where can I get advice**

If you have any concerns or questions about how your personal information is handled, please contact our Data Protection Officer at [dataprotection@n-kesteven.gov.uk](mailto:dataprotection@n-kesteven.gov.uk) or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).