

# Youthworks

**At Youthworks we are committed to protecting your privacy. On 25th May 2018 the data protection laws are changing. This means you'll have better control of your own data and how it's used.**

**We want to reassure you that we treat your data carefully and with respect, so here is a reminder of our Privacy Policy to explain how we collect, protect and handle your personal information. You don't need to do anything differently to continue to receive our emails and you can unsubscribe at any time.**

**If you have any queries about this policy or about your data, please do not hesitate to contact us on [admin@youthworksconsulting.co.uk](mailto:admin@youthworksconsulting.co.uk)**

## **Privacy Policy**

Youthworks Consulting Ltd. Registered in 2008, in London, United Kingdom. Registered Company number 6555609

## **Our Commitment to Privacy**

Youthworks Consulting Ltd is committed to protecting the privacy of our clients and visitors. This Privacy Notice is to inform you how we gather define and utilise your information. This policy applies to all information provided by you or collected by us on our website, or in any other way (such as by email, telephone or social media or by referral). We will take care of and process your personal information in accordance with data protection law (GDPR) and in accordance with this notice.

## **What information we collect about you**

When you visit any of our three websites ([www.youthworksconsulting.co.uk](http://www.youthworksconsulting.co.uk); [www.esafetyforschools.com](http://www.esafetyforschools.com) or [www.thecybersurvey.co.uk](http://www.thecybersurvey.co.uk)), contact us by email or telephone, you may choose to provide us with personal information, for example, your name, address, job title, company name, private and corporate email address and phone number, links to your professional profiles available in the public domain e.g. LinkedIn, Twitter, business Facebook or corporate website. This includes information you provide when you register for our newsletter and events, enter our database, subscribe to our services;<sup>1</sup> or participate in research or evaluation programmes. If you communicate with us by email we may retain the content of your email messages together with your email address and our responses. If you comment on a blog we may retain your comment.

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<sup>1</sup>Our services' refers to: training, consulting, evaluations and project management. Editing and report writing assignments and other commissioned work; newsletters and resources, research updates and blogs.

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We may also obtain professional information about you from other sources such as LinkedIn, data suppliers, personal recommendations and possible referrals in order to communicate with you about the professional field in which we work:

- Education,
- Online Safety,
- Research representing young people's views;
- Evaluations of services,
- Books, Reports and Briefings.
- Equality matters and safeguarding of young people .
- Professional training
- Commissioned work
- Conferences

In such cases we will inform you and offer an option to unsubscribe.

## Cookies

Like many other websites Youthworks Consulting Limiting's websites, mentioned above, use cookies). We collect aggregate information on what pages consumers' access or visit, as well as information volunteered by the consumer, such as survey responses and/or site registrations. We do this to find out things such as the number of visitors to the various parts of the site and the information collected is never shared with other organisations for commercial purposes. Cookies may be used to recognise you and provide you with access to materials for courses on which you are registered.

## How we use your personal information and the legal basis for processing

There are six lawful grounds for processing personal data: as part of the performance of a contract, with consent, as a legitimate interest, as a legal obligation, to protect the vital interests of the individual or if in the public interest.

Youthworks Consulting Ltd collects and uses your personal data because is it necessary:

- To enable us to communicate with you about events and services you have registered for;
- To provide you with information about other goods and services we offer that are similar to those that you have already registered for, been provided with or may have enquired about.
- We believe you have a legitimate interest in the material we share
- In the public interest to improve the safety of children and young people
- As part of a legal obligation
- To protect the vital interests of the individual

If on balance we think that you will be happy to receive information about events and training; news updates, research reports or briefings, or any other professional content, or

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because we are carrying out a contract, then we can process your data. If you do not want us to do so then tell us and your data will be removed from our database.

Youthworks Consulting Ltd does not collect names of individuals who participate in our surveys. It does not collect any sensitive personal information (for example, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, biometrics or genetic characteristics, criminal background, or trade union membership) on or through our websites or via any other means, that is identifiable to an individual.

When a question is asked about gender or racial or ethnic origin in a survey, respondents are anonymous and the data is used for research.

You have the right to withdraw consent at any time. Where consent is the only legal basis for processing, we will cease to process data after consent is withdrawn.

## Data Controller and contact information

Youthworks Consulting Ltd. Of 25A Creek Road, East Molesey, Surrey, Registered Company number 6555609 is the data controller of any personal information collected through the three websites listed above. If you have any questions, concerns or issues around how we use and manage your personal information, please get in touch at [admin@youthworksconsulting.co.uk](mailto:admin@youthworksconsulting.co.uk) or Tel 02089794991

## Disclosure of your personal information

We do not collect or compile personal information for distribution or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties. We may disclose your personal information to other delegates at events you attend for networking purposes and we will obtain your explicit permission to do so. We will disclose your data to government bodies and law enforcement agencies where we are legally required to do so.

## Security

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, we have implemented generally accepted standards of physical, electronic and operational procedures to safeguard and secure the information we collect.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

## Third Party Sites

Our sites may contain links to and from a third party. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these websites.

## Retention of your data

We understand our legal duty to retain accurate data and only retain personal information for as long as it is required for carrying out the data processing activities mentioned above. Accordingly, we have a data retention policy and run data routines to remove data that we no longer have a legitimate business interest in maintaining. You can ask us at any stage to remove your information.

## Your rights

You have a number of legal rights regarding your personal information and we will respect those at all times. You are entitled to:

- Access the personal information that we hold about you. Email your request to [admin@youthworksconsulting.co.uk](mailto:admin@youthworksconsulting.co.uk).
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you have a serious concern about how we handle your information, or would like to lodge a complaint, you may do so by contacting the appropriate supervisory body, which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns>.

## Changes to this Privacy Notice

We keep our privacy notice under regular review. This privacy notice was last updated on 18th May 2018.