



THE ARCHBISHOP OF YORK
YOUTH TRUST
Be the Change you want to see

PRIVACY NOTICE FOR SCHOOLS

At the Youth Trust, we take your privacy and that of your pupils seriously. We are committed to using the information you give us responsibly and being open about it with you.

To provide the Young Leaders Award ("YLA") to your school, we must collect certain personal information, which means information that could identify you or your pupils. This privacy notice sets out how we collect, use and store that information. It will change from time to time, so do check back every now and then. This version was updated on 24 May 2018.

1. WHO WE ARE

We are committed to protecting your data and using it in a fair, transparent and lawful way.

We are a "data controller" for the purposes of the Data Protection Act 1998 and, from 25 May 2018, the EU General Data Protection Regulation 2016/679. This means that we are responsible for looking after your personal information.

Our Data Protection Officer is responsible for answering any questions you may have and dealing with any issues that arise. If you would like any further information, you can contact him as follows:

- in writing at Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE;
- calling us on 01904 231010; and
- emailing us at privacy@abyyt.com.

2. HOW WE COLLECT INFORMATION ABOUT YOU

Everything we do is to support young people to become confident leaders and valuable members of society. All information collected is to enable you to deliver the YLA and for us to share our Award resources with you, support your school during the Award, advocate on behalf of young people and, sometimes, publicity and fundraising on behalf of the Youth Trust.

We collect information in the following ways:

When you interact with us directly

This could be when you register for one of our training conferences, complete the application paperwork for the Award, or submit evidence of your pupils' achievements.

When you visit our website

Please refer to the cookies policy on our website at www.abyyt.com.

When you get in touch through a third party

This could be through our e-learning platform (eYLA), for example.

Information that is publicly available

Information available on your school's website, for example.

3. WHAT INFORMATION DO WE COLLECT AND WHY? HOW DO WE USE IT?

Personal Information – teaching staff

This could include the name and contact details of the head teacher and other members of staff, including the name of the school where they work, their email address, and their telephone number.

We store this information on our server and within a software program that allows us to manage and administer the YLA programme. This enables us to fulfil our side of the contract we have with you to deliver the YLA and support staff throughout.

This information is retained 24 months after you have completed the YLA.

Personal Information – pupils

This may include the names, ages, schools and classes of pupils participating in the Award. It is usually provided when you submit pupils' evidence of their completion of the Award for assessment.

We prefer you to provide the evidence by scanning it and sending it electronically, usually through the eYLA. If this is not practical you may send us the original paperwork at your own cost. We may then scan it onto our server and either destroy it or return it to you within three months. We will retain the scanned evidence on our server for up to 24 months.

You will provide us with the pupils' full names so that we can print their certificates. We store these lists on our server for 4 years in case a pupil needs his or her certificate to be reissued (for which there may be an admin fee).

This enables us to fulfil our side of the contract delivering the Young Leaders Award and congratulating pupils' success.

Photography – teaching staff and pupils

Occasionally we have photographs (also including video and audio footage) of teachers and pupils. These may have been:

- sent to us from schools, or;
- taken by us at school with your permission and in accordance with your school's photography policy, or;
- taken by us at a meeting or conference; or
- taken by us or a third party in a public setting.

Photographs taken at events hosted by us will display signs indicating that photographs are being taken and the uses to which they may be put. You will have the opportunity not to be included in photographs taken at those events if you wish.

We understand that some parents do not wish photographs to be taken of their child at school. Consequently, when we visit you, we rely upon your school's photography policy. We will remind you of this at the time of our visit. We assume that all photographs you send to us will have been taken in accordance with your school's photography policy and, therefore, available for us to use as set out in the following paragraph.

Digital media are stored on our server and backed up remotely. We sometimes use these media, and other photographs available in the public domain, in press releases, social media and marketing materials, including our newsletter, or to support fundraising applications. We may also share photographs with other organisations such as the Archbishop of York's Office and other partner organisations for our legitimate business interests, including the promotion of the YLA and the Youth Trust.

Some photos are better than others! Those that illustrate the work of the Trust best will be used most often and will be kept by us for as long as we use them. Those photographs that are unused after a period of 18 months will be deleted and/or destroyed.

Physical photographs sent to us in an evidence file will either be destroyed or returned to the school within three months.

We will respond quickly to requests that any photographs should no longer be used. The relevant photographs will be removed from our server, social media accounts and website (if applicable) and will no longer be used. However, once a photograph has been published it will be in the public domain and we will not be able to remove it from third party sites and publications.

No photographs are ever sold nor will they ever be shared with a third party to use for any purpose other than supporting or promoting the YLA and the work of the Youth Trust.

Sensitive Personal Information – teaching staff and pupils

Sensitive personal information includes information about political and religious beliefs, sexual orientation, ethnicity, and health. There are stricter rules governing how we treat any sensitive personal data we have.

The only circumstance in which we expect to have any sensitive personal data is if you attend an event and submit dietary requirements that may indicate health matters or your religion.

This information would be stored for the planning of the event only and destroyed afterwards.

4. LEGAL BASES FOR USING YOUR INFORMATION

Most often, we will be using your information in order to fulfil a contract (that is, delivering the YLA to you); other times, you will have given your consent.

There are other legal bases on which we may process your personal information, however, including “legitimate interests”. Sometimes, in furtherance of our work to give as many children as possible the opportunity to grow into confident leaders and citizens or to share news of their achievements, we have a legitimate interest in processing your personal information. We might wish to send you updates, including via our Newsletter, or research our schools and supporters to understand better who they are and what aspect of our work might be of interest to them and get in touch about those aspects that seem most relevant.

It is important to us, however, that our legitimate interests are balanced with your right to privacy and we undertake not to process your personal information if we feel that to do so would infringe upon your right.

You may, of course, let us know if you would prefer us not to use your information in this way. *Please email the Youth Trust at the address above if this is the case.*

5. SHARING YOUR INFORMATION

Personal information collected about you will be shared with selected partners that enable us to provide our services, for example:

- the software providers through which you download resources and upload evidence;
- the software provider through which you submit online donations;
- our social media accounts; and
- the software packages that we use to manage the YLA programme.

Our contracts with these providers include the relevant data protection provisions to ensure they have appropriate controls in place for the safe storage and management of your data.

Occasionally, and as described above, we will share photographs and YLA stories with the Archbishop of York so he can advocate for the Youth Trust and YLA.

We will never sell or share any information held about you to anybody else for marketing purposes.

We will never use your information for any other purposes unless required to do so by law.

6. SECURITY

We use a reputable third-party supplier to provide us with Information Technology services. To prevent unauthorised access, data held on our computers is password protected and is also protected by a firewall and anti-virus software. Digital information is backed up to our provider's UK-based data centre, which conforms to the ISO 27001 standard.

7. INTERNATIONAL TRANSFERS

Some of our software packages are bought from large, international corporations such as Google and Microsoft. Your personal data may be transferred outside the EEA and protection of GDPR.

Where your data is transferred to a country outside the EEA, we will take steps to ensure that your personal information is adequately protected in accordance with the requirements of data protection law.

8. WHAT YOU CAN DO

Your personal information belongs to you and remains in your control. The legislation sets out your rights, which are explained briefly below.

The right to be informed

We must tell you how we collect and use your data. That is what this Privacy Notice is for.

The right of access

You may request, either verbally or in writing, a copy of your personal data that we have collected and information on how we are processing it. We must respond to such a request usually within 30 days and cannot charge a fee for this in most circumstances.

The right to erasure

This is commonly referred to as "the right to be forgotten" and applies in certain circumstances, for example, if we no longer need your data, you revoke your consent or our legitimate interests are outweighed by your right to privacy.

Again, you may make such a request either verbally or in writing and we have 30 days in which to respond.

The right to rectification

You may request that we correct and/or complete any information that we have that you believe to be inaccurate or incomplete. Again, such a request may be made verbally or in writing and we have

30 days in which to respond.

The right to restrict processing

You may, in certain circumstances, restrict how we process your data. This could be when we are reviewing the accuracy of the information held, we are balancing our legitimate interests with your right to privacy, there is a suggestion that our processing has been unlawful. In these circumstances, we would only store your data and not use it, until the situation is resolved.

Again, your request may be verbal or in writing and we have 30 days in which to respond.

The right to data portability

This allows you to obtain and reuse the personal information you have given us; easily using, copying and moving it from one location to another. We can provide you with your information or pass it to another data controller as you wish. We have 30 days in to respond to such a request.

The right to object

You may object to our use of your personal data in certain circumstances. Where we are relying on our legitimate interests to process your data, we would weigh our interests against your objection. You have an absolute right to stop your data being used for marketing purposes.

Again, your request may be verbal or in writing and we have 30 days in which to respond.

Rights relating to automated decision making and profiling

This applies when decisions regarding processing are made solely by machines with no human involvement. We will not be processing any information in this way.

As stated, all requests should be made either verbally or in writing to the email address:

privacy@abyyt.com