

Durham Youth Council Privacy Notice

1. Who we are and what do we do?

As a service user, you have a legal right to be informed about how our Durham Youth Council uses any personal information that we hold about you and your child. To comply with this, we (Durham Youth Council) provide a 'privacy notice' to individuals where we are processing their personal data.

This privacy notice explains how Durham Youth Council collect, store and use personal data about Children and Young People who participate in our various activities, projects and events and their Parents, Carers or Families.

Youth voice activities are managed by Education Durham (Children and Young People's Services). We most commonly seek information from young people who are:

- Members of County Durham's Youth Council
- UK Youth Parliament Representatives
- Nominees for Youth Awards
- Young people engaging in Youth Voice activities

For the purposes of Data Protection, Durham County Council is the Data Controller. For more information, please see the [Durham County Council website](#).

2. The personal data we hold and how we collect it

Durham Youth Council hold some personal information about Children and Young People and their Parents/Carers or Families in order to provide accessible, appropriate and safe activities. Some of this information is mandatory in order to use our services, for safeguarding and medical reasons. We may also ask for certain other information about the Child or Young Person in order to provide the best possible service to our users.

This information includes:

- basic details such as name, address, date of birth and contact details, of both the young person and parents/carers
- next of kin and emergency contact details
- education/employment status
- relevant medical information and dietary requirements
- information about accessible needs to ensure session are tailored to your needs
- photographs/video footage, including CCTV images/footage (where necessary or appropriate)
- registration of attendance at Youth Council sessions/activities or events, and feedback from those events and services
- contribution you make to youth voice discussions
- financial information/bank details to enable to be reimbursed for travel expenses
- interests and hobbies
- goals for achievement through the service provision

- details about any care that is already being received (e.g. from local authority/other agencies)

We collect information about you in writing and verbally from:

- Young Person
- Parents/carers
- School / college staff (when appropriate)
- Other professionals (when appropriate)

We may collect the following special category data:

- Gender
- information about medical or health conditions and/or dietary requirements, including whether or not the Young Person has a disability or special need for which Durham Youth Council needs to make reasonable adjustments

We collect information in a number of ways:

- we collect most information when you complete the Durham Youth Council consent and application forms.
- additional information may be collected during the course of the engagement.

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

3. Our lawful basis for obtaining and using your personal data

To enable us to provide services to you, it is necessary for us to obtain and use your personal information. To do so we use the following legal basis for processing your information:

Consent given: you give consent to the processing of your personal data for purposes relating to youth council activities;

Public task processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

For Special Category Data

Consent - the data subject has given explicit consent to the processing of personal data for one or more specified purposes.

Permission to use your data, can be withdrawn at any time. We will make this clear when we ask for permission. Contact our Participation & Engagement Officer named below for instruction on how to go about withdrawing permission.

4. What is your personal information used for?

In some cases, Durham Youth Council needs to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws and safeguarding regulations.

Processing data allows Durham Youth Council to:

- get in touch with Parents/Carers when necessary
- manage the services we provide with and to support in this regard e.g. liaising about meeting times and venues

- ensure that the information we hold about is kept up-to-date
- look after the wellbeing of Children and Young People participating in Durham Youth Council activities, projects and events.
- ensuring the welfare of Children, Young People and Staff through CCTV monitoring when necessary or appropriate.
- evaluate and improve services to ensure that the provision is fun, safe, of interest to the Children and Young People and of the highest standard.
- to participate in organised projects, trips or events.
- enable the Panel to process annual nominations for Youth Awards.
- enable the co-ordination and presentation of Youth Awards
- calculate and pay travelling expenses or other costs.
- promoting Durham Youth Council on our websites, in our newsletters and on our social media platforms (with consent).
- to undertake evaluations to influence future activities, projects and events.
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities and meet its obligations under health and safety law.
- comply with insurance requests.

5. Will your personal data be shared?

Durham Youth Council do not share personal information about you with anyone outside Durham Youth Council without consent, unless the law and our policies allow us to do so.

Sharing information may be required for us to meet our statutory duties or to provide you with relevant support. We may be legally obligated to disclose your details if required to by the police or for regulatory reasons.

Feedback we collect from Council Meetings and other Youth Voice activities will be anonymised for reasons of confidentiality unless your child chooses to present their own thoughts and opinions in a public forum.

In certain circumstances, this information may be shared even if the Child or Young Person is no longer accessing Durham Youth Council.

6. How do we keep information secure?

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately. The records are only seen by those who need the personal data so they can do their job.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

7. How long do we keep your information?

After we deliver a service to you (your child), we must keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our corporate retention guidelines show how long we keep information for different services.

- Personal information such as your name and contact details will be held for 5 years following the year that you finish engaging in youth voice activities.
- Youth council and other minutes will be held for 6 years and then offered to archives with the Durham County Record Office.
- Information about nominees for Youth Awards will be retained for 3 years

8. Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your expressed consent.

9. Your rights

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at inforights@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

10. Contact us

If you have any queries about how we process your data or if you wish to withdraw your consent, please contact the Participation and Engagement Officer at youthvoice@durham.gov.uk

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or write to:

DPO
Floor 4 Room 143-148, Durham County Council
County Hall,
Durham County Council
DH1 5UF

If we have not been able to deal with your query, you can also contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745

Wycliffe House
Water Lane Wilmslow
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