

# Privacy notice



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### 1. Who we are and what we do

The Kite Trust is a charity in Cambridgeshire who supports LGBT+ young people. We offer support to young people through group work, 1:1 support and creative skill development projects. We also have a presence in local schools and train professionals.

**It is important to us that you feel safe sharing your information with us. Don't hesitate to ask questions if you're unsure about what will happen to your information. We promise to look after it carefully.**

The Kite Trust regards confidentiality as part of our duty of care and professional obligation towards young people and all our supporters. It is one of our core values and underpins the effectiveness of the work we do. We comply fully with the General Data Protection Regulations.

### 2. How do we collect information from you?

We obtain personal information from you when you enquire about our services, engage with our services, send or receive an email or text, make a donation to us or otherwise provide us with your personal information. We occasionally receive information about you via a referral form.

### 3. What personal information do we collect form you and why

We might collect ant or all of the following types of information from you depending on the nature of your contact with us:

Personal information	Why do we collect it
Name, address, phone numbers, email	So we can contact you regarding appointments, group activities, project information and keep in touch during our time with our services, or to thank you for your support and donation. This is done on the basis of legitimate interest.

	If we are collecting your contact information for a mailing list we will gain your consent to be on that list.
Gender, sexuality, caring status, ethnicity, current education/work status	Sometimes we ask you for this information to be able to monitor and improve our services and ensure we're reaching all the young people we need to. This information will be recorded anonymously and we will legitimately use for statistical information.
Date of birth, information about your health and situation	This is so we can match you to a service that can help you and provide you with appropriate and meaningful information and support. It is necessary for the provision of a contracted service.
Photographs	We may occasionally take and publish photos of group or fundraising activities with your permission to make a record of our services and work. We will always ask for your consent to use these.

#### **4. Marketing material**

We hold a mailing list of supporters what we occasionally email with news and updates from The Kite Trust. All subscribers to the list have an option to unsubscribe at any time.

If you have given consent to join our mailing list we will never sell or share your personal information with an organisation for their marketing activities.

#### **5. How do we keep your information safe**

We take the security of your personal information extremely seriously.

##### **Data storage**

We keep your information safe in these ways:

- Young people's data will be held on our secure web- based management system which has limited access for appropriate staff only
- Supporters data is kept on password protected spreadsheets on a secure server.
- Paper files are kept locked within our main office premises.
- Some partner companies have access to our systems (for example our IT maintenance company, but they comply with GDPR also.)
- All your personal data will only be accessed by those members of staff that are working on the project at the appropriate time.
- All data will remain in Europe.

## Website

- Our website contains some links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.
- We do not use cookies on our website.

## 6. Who sees your personal information?

We want to assure you that your personal information will be respected and protected from unauthorised disclosure wherever possible.

We recognise that the right to confidentiality is rooted in Common Law, in the GDPR 2018 and in the Human Rights Act 1998. All our services are confidential.

If you are a young person we will not discuss you with anyone outside of The Kite Trust without your permission.

There are some exceptions:

- I. If you are a service user and we believe you or someone else may not be safe we would then contact other services that could help- we will always try and get your permission first.
- II. If we needed to work with another organisation to get you some support. Examples of services we may work with are:

<b>Agencies</b>	<b>Reason for sharing</b>
Job Centre	To help you find employment
School and GP	To ask for extra or specific support for you
Children and Adult social care	To ask for extra or specific support for you
Legal and regulatory services (e.g. the police)	If they required information, we are obliged to share

- III. Within The Kite Trust, information about young people will be shared on a need to know basis. For example, project workers may discuss you with their supervisor or staff and volunteers might discuss you with The Kite Trust colleagues where it is necessary to work collaboratively to support you.

## 7. How long do we keep your personal data?

In line with legal guidelines we keep all records of young people for 3 years unless a particular contract requires us to keep it for longer. This would be for monitoring, questions about the service, updates etc. At this point we destroy the records safely.

Your personal data we use to send you newsletters and marketing information will be kept until you unsubscribe, which you can do at any time.

## 8. What are your rights?

- 1) The right to access your personal information
- 2) The right to edit and update your personal information
- 3) The right to request to have your personal information deleted
- 4) The right to restrict processing of your personal information
- 5) The right to object to marketing
- 6) The right to lodge a complaint with a supervisory authority.

You may ask us about this at any time. Please get in touch.

### **What if I want to withdraw my information?**

If you are using our services and would like to withdraw your personal information, you can do although in some cases we may not be able to support you any more if we need your personal data for that to happen. We will tell you if this is likely to be the case.

If you would like to come off our mailing list you can do so at any time, just get in touch.

Any subject access requests will be handled by the Data Protection Officer promptly and within the required time limit of 40 days.

## 9. Breaches of confidentiality, questions and complaints

Please get in touch at any time if you have questions about how we keep your information safe. If you are concerned there has been a breach of confidentiality regarding your personal data please let us know.

### **Contact:**

#### **Data Protection Officer**

**Post: The Kite Trust, Office A, Dales Brewery, Gwydir Street,  
Cambridge, CB1 2LJ**

**Email: [info@thekitetrust.org.uk](mailto:info@thekitetrust.org.uk)**

**Tel: 01223 369508**

You also have a right to complain to the ICO (Information Commissioners Office) on 0303 123 1113.

### Notes:

We strive for continuous improvement in our services, processes and protecting data. We will therefore update this privacy notice from time to time. It will always be on the website for you to review.

There is a separate policy for personal data concerning staff and volunteers of The Kite Trust.

The Kite Trist board of trustees recognises its overall responsibility for ensuring that The Kite Trust complies with its legal obligations.

*This Privacy Notice was updated May 2018*