Intercultural Youth Scotland Privacy Notice

Our contact details
Name: Intercultural Youth Scotland
Address: 4 Duncan Place, Leith, Edinburgh, EH6 8HW
E-mail: info@interculturalyouthscotland.org

Intercultural Youth Scotland is committed to respecting your privacy and protecting your personal data. This privacy notice informs you about the data processing practices carried out by Intercultural Youth Scotland and tells you about your privacy rights and how the law protects you.

If you have any requests concerning your personal information or any queries about our practices, please contact our Data Protection Officer, Chidera Chukwujekwu, Intercultural Youth Scotland, 4 Duncan Place, Leith, Edinburgh, EH6 8HW at chidera@interculturalyouthscotland.org.

Purpose of this Privacy Notice
This privacy notice aims to give you information on how Intercultural Youth Scotland collects and processes your personal data, including any data you may provide to us from time to time. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them. By visiting our website or by corresponding with us by phone, email or otherwise, you are acknowledging that you have read this privacy notice.

We are the data controller of any personal data that you provide us. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Depending on how you interact with us, we may collect, use, store and transfer the following kinds of personal data about you:
What type of information we have

We currently collect and process the following information:

- **Identity Data**: includes first name, last name, title, date of birth and national insurance number, job title and organisation.
- **Contact Data**: includes address, email address and telephone numbers (including referee’s details).
- **Health Data**: includes details of any special needs/requirements.
- **Protected Characteristics**: includes age, gender identity, race, disability, sexual orientation and other factors affecting disadvantage.
- **Confidential Information related to delivering our services**: Records of youthwork sessions, employment status, IYS services used
- **Multimedia**: Images, videos from our events & Services
- **Where relevant, we may take information on**: Employment History, GP Surgery Details
- **Usage Data**: includes information about how you use our website (the pages users visit most often) and interact with us.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Directing you towards relevant staff members
- Directing you towards relevant programs within IYS
- Referring you to external organisations
- Contacting you in the following instances:
  - To follow up on your safety and wellbeing
  - To make you aware of our programs and services
  - As part of our recruitment (staff, volunteer, young people's panels)
  - To make you aware of our events

We also receive personal information indirectly, from the following sources in the following scenarios:

- Schools, where IYS is working directly with the school to provide a program
- Schools, when referring people to our services
- Mental Health services, when referring to IYS services
- Mental Health Services, when working with IYS to provide a service
- Services & Partners when referring to our services or working in collaboration.
Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Chidera@interculturalyouthscotland.org

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

**What we do with the information we have**

We use the information that you have given us for:

- Internal reporting
- Reporting to Funders
- Developing Public Reports
- Process Improvement
- Secure storage
- Track and Manage cases
- Recruitment

We may share this information with:

- Counselling Services
- Other Support services e.g. youthwork services
- Government & Government networks
- Funders
- Human Resources & Banking Services

When Necessary:

- Social Workers
- Law Enforcement
How we store your information

Your information is securely stored on a Microsoft database based on SharePoint online. This database is only accessible to relevant members of IYS staff.

We keep your personal information for [6 months] unless you provide consent for us to store it for a longer period. We will then dispose your information by removing/deleting it from our databases. Service user data will be kept for up to [1 year] with consent re-established annually.

This privacy policy will be reviewed at least [Once] per year.
Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Chidera@interculturalyouthscotland.org if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113