



LMK Children and Young People - Privacy Policy

Who we are

At LMK, we educate young people about healthy and unhealthy relationships, giving them tools to recognise and avoid abusive situations. To carry out our work, we collect personal data about young people, parents, carers, youth workers, fundraisers, donors and all those who make what we do possible.

What is personal data?

Any information that could be used to identify you. At its simplest, this could just be your name and address; or, it could include a telephone number, email address, a picture or a recording of you.

If you attend one of our workshops/events, our expert staff need to know a little about you so we can make sure our work meets your needs. We ensure we have sufficient information to deliver our workshops safely, such as medical or dietary information, and information that helps us ensure the workshop is accessible to everyone taking part, such as learning support requirements.

Why do we need personal data?

We collect personal data for two reasons. Understanding a little about the young people taking part helps us tailor each workshop to the young people participating. We also use personal data in research to understand if our work is effective and improve our workshops. All data is held confidentially, and you will not be named in any research.

Where do we get your personal data from and what do we do with it?

Primarily we get it from you, but if you are under 16 then your parent or carer must give it to us on your behalf. We don't buy lists of names and only hold the data we need to deliver our work.

If you are attending one of our workshops then we might also receive

information from a youth organisation you already have a relationship with. We would only receive this information if we had your (or your parent/carer's) permission for it to be shared with us.

We are really careful with your personal data.

The data law requires us to protect your data and only use it for the reason it was given. Everyone at LMK is trained in data protection and safeguarding, which means that we know how to keep your information safe. We will not share it without you or your parent/carer's permission. The only instance in which we would share personal data is when we are really worried about your immediate safety. We will always store your data securely. We provide detailed information about how we keep personal data safe in our full 'Privacy Policy' – but it is a bit longer than this one!

You might like to get in touch with us. This might happen directly or, more likely, through your school or youth organisation. When you get in touch with us directly, we may ask you for personal information to verify who you are and how old you are.

If you are attending one of our workshops then your personal information may be given to us by your school or youth organisation. Whenever this happens, there is a legal duty to explain how your personal information is being used and to check that you agree, you know what your rights are, and that you understand what we do with your personal information – it is yours after all!

How long do we keep your data?

The Information Commissioners Office (ICO) provide guidance on how long we keep personal information and what we do with it (whether we delete or archive it) when this time is up! We follow this guidance and keep your personal data very safe on our systems, just like you would expect us to.

Your rights

You have all the same 'rights' with regards to your personal information as adults do – this is a very good thing. If you want to know more, have a look at our general 'Privacy Policy'.

Get in touch

If you want to know more about the personal information we hold about you, or if you want to ask a question, then contact us:

- Email: dataprotection@justletmeknow.org.
- Please mark your enquiry Private and Confidential and for the attention of the Data Protection Officer. *If you are under 16, your parent or carer needs to do this for you.*
- If you are over 16, you can contact us directly, although we still advise you to discuss this with a parent or carer first, and copy them into any correspondence you send.

Version Control

Version	Date written	Author	Copy	Purpose	Date approved by LMK Board	Next Review Date
1.0	21_10_2020	S. Thakrar	Final	Draft for Board approval	29_04_2021	
2.0	21_10_2020	S. Thakrar	Final	Review by Trustees	05_10_2021	10_2022