



35 Portland Crescent, Longsight, Manchester M13 0BU | 0161 225 0201 | info@m13youthproject.org.uk

How M13 use your Information Data Collection & Protection Statement May 2018 for Children and Young People

M13 Youth Project runs various activities with children, young people and young adults, up to the age of 25yrs, most of which happen in Ardwick, such as:

- Conversation on the streets, in parks, community spaces, shops, etc. (detached work) in the local neighbourhood
- Sports and games activities in local parks / Multi-Games Areas
- Clubs, Drop-Ins and projects in local Ardwick buildings
- Leisure and educational trips and residential within and beyond Manchester

Information Collected on the basis of Legitimate Interest

In order to run our activities safely, within the law and to ensure we have parental permission to take children aged under 18 yrs on trips, etc., we need to collect and hold some information on you / your child on the basis of 'Legitimate Interest'. The information we need to collect and process is:

- Participant's full name
- Date of Birth
- Gender
- Address & Postcode
- Name, address & contact phone number of person with Parental Responsibility for child
- Doctor's Name / Address

Without the above information and your permission to process it, we will not be able to ensure your/your child's safety and account for your child's participation and our activity to our managers and funders; therefore you/your child will not be able to participate in organised M13 activities, such as trips, projects and drop-ins / groups.

Information Collected on the basis of Consent

We also ask for the following information, in case of medical issues or emergency and to help us ensure our activities are accessible to diverse groups:

- Second (Emergency) Contact Name, phone number & relationship to child
- Medical information
- Ethnicity
- Religion

You do not have to give us this information in order for your child to take part in M13 activities but if you choose to, it helps us to care for you / your child more appropriately and to monitor how accessible our activities are. We collect and process this information on the basis of your consent.

How we process and use your Information

Using Your Personal Data / Information

M13 uses the information provided by you

- a) to safeguard and ensure the health and wellbeing of you/your child whilst we are working with you/your child;
- b) contact you/your child about M13 activities and in case of an emergency; and
- c) to report on activities and impact of the project's work, to young people, members, supporters and funders; in order to secure and account for funding; and to demonstrate public benefit; and to ensure we comply with Equal Opportunities legislation.

Storing Personal Information

All personal information we process is processed by our staff in our office. M13 stores the information you give us confidentially and securely on paper and on computer in accordance with the principles of the General Data Protection Regulation. It is only made accessible to M13 staff and its authorised data processors. We keep the information provided for 7 years, after which it is destroyed.

Reporting to Managers, Members, Funders and Other Agencies

ALL DATA IS MADE ANONYMOUS FOR REPORTING. For example, we may tell a funder that during the year Apr-16 to Mar-17, we worked with 562 children and young people, as follows:

Gender Breakdown:

Female - 179

Male - 385

Age Breakdown:

0-6yrs – 22 children

7-12yrs – 188 children

13-19yrs – 304 young people

20-25yrs – 48 young adults

Ethnicity Breakdown:

Asian – 14%

Black – 45%

White – 25%

Dual Heritage – 16%

Geography:

421 children and young people are Ardwick residents

We do not collect any personal information from you/your child we do not need in order to undertake our work with you/your child. **WE NEVER PASS ON PERSONAL DATA TO THIRD PARTIES** (except with your permission, for safeguarding/child protection purposes; or medical information to health staff)

M13 is the 'controller' of the personal information you provide and of any records we keep of when we meet with, or have conversations with, you/your child during our work.

Errors, Deleting Information and Complaints

If you believe the information about you that we process is incorrect, you may request to see it and have it corrected or deleted. If you wish to raise a complaint on how we have handled your data, you can contact our Chair of Trustees at trustees@m13youthproject.org.uk who will investigate. If you are not satisfied with our response or believe we are not processing your personal information in accordance with the law, you can complain to the Information Commissioner's Office.

A copy of M13's Data Protection Policy can be found at www.m13youthproject.org.uk.

Helen Gatenby, M13 Youth Project Manager, 07973 976925