THE Inspire & Achieve FOUNDATION

GDPR & DATA PRIVACY NOTICE

2026-2027



Privacy Notice – Young person version

1. Introduction

We care about your privacy and want to make sure your personal information is kept safe. This guide explains:

- What information we collect about you
- Why we collect it
- How we use it
- Who we share it with
- How long we keep it
- Your rights

IAF is responsible for how your information is used.

If you have any questions, you can contact our Data Protection Lead: craig.stevens@inspireachieve.co.uk
The Hub 159 Yorke Street, Mansfield, NG19 9NJ

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2. What Information We Collect

We collect information to help us support you safely and effectively.

Personal Information

- Name, address, phone number, email
- Date of birth, gender
- Education and employment history
- Emergency contact details

Sensitive Information (Special Category Data)
We only collect this if it helps us support you:

- Physical or mental health
- Substance use
- Offending history
- Family circumstances
- Risk information
- Ethnicity (optional)

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CCTV footage

- We collect video recordings at The Hub to keep everyone safe.

We only collect what is needed to help you.

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3. Why We Collect Your Information

We use your information to:

- Provide mentoring, support, and activities
- Understand your needs and goals
- Keep you and others safe
- Monitor your progress
- Meet funder requirements
- Make referrals to other services (with your consent)
- Support you into education, training, or work

CCTV is used to:

- Keep learners and staff safe
- Protect property
- Support safeguarding or security investigations

We will always explain why we need information and how we use it.

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4. Legal Basis for Using Your Data

Under UK GDPR, we need a legal reason to use your information:

- **Legitimate interests:** To provide mentoring, support, safety, and security
- **Contract:** Required when you join a funded programme
- **Legal obligation:** Safeguarding, health & safety, financial reporting
- **Vital interests:** To protect you or someone else from serious harm
- **Consent:** Only used when optional, e.g., sharing your CV or referral to other services

You can **withdraw consent at any time**.

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5. Sensitive Information

We only use sensitive information when necessary, for example:

- Safeguarding (substantial public interest)
- Health or social care support
- Optional sharing with your explicit consent

6**. Who We Share Your Information With**

We only share what is necessary. This may include:

- Funders (for audits and checks)
- Local authorities (safeguarding or commissioning)
- Employers or training providers (with your consent)
- Police or emergency services (if legally required)

CCTV footage is only shared with:

- Authorised staff for safety or safeguarding reasons
- Law enforcement if legally required

All partners must keep your information safe.

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7. How Long We Keep Your Information

We only keep information as long as we need it:

- Beneficiary records: 10 years after leaving the programme
- Safeguarding records: until you are 25 (or longer if required)
- Referral and consent forms: 10 years
- Employment support records: 10 years
- CCTV footage: usually **30 days**, or longer if needed for safety or investigations

After this, your information is securely deleted or destroyed.

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8. How We Keep Your Information Safe

We use strong security measures:

- **Electronic data:** Password-protected Microsoft 365, encrypted devices, multi-factor authentication
- **Paper records:** Locked cabinets, secure rooms
- **CCTV recordings:** Stored securely, only accessed by authorised staff
- **Disposal:** Shredded or permanently deleted when no longer needed

Only staff who need the information to support you can access it.

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9. International Transfers

Some services, like Microsoft 365, may store data outside the UK. They use **UK GDPR-compliant safeguards**, and your data remains protected.

IAF does **not** make decisions about you automatically — all decisions are made by staff using professional judgement.

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10. Your Rights

You have the right to:

- See your information
- Correct inaccurate information
- Request deletion (in some cases)
- Limit how we use your data
- Object to processing
- Withdraw consent
- Complain if you're unhappy with how your data is handled
- Receive your data in a readable, portable format

You can also contact the **ICO** if needed: www.ico.org.uk | 0303 123 1113

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11. Complaints

If your information is lost, misused, or accessed without permission:

- Contact IAF Director: pippa.carter@inspireachieve.co.uk
- Or the **Information Commissioner's Office (ICO)**

We take all concerns seriously and will investigate quickly.

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12. Updates

We may update this Privacy Notice. The latest version is always available from IAF staff or on request.

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