

IAF Privacy Notice

1. Introduction

The Inspire and Achieve Foundation (IAF) is committed to protecting your privacy and ensuring your personal information is handled safely, respectfully, and lawfully. This Privacy Notice 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 under data protection law

IAF is the **Data Controller** for the personal data we collect and process.

If you have any questions, you can contact our Data Protection Lead:

✉ craig.stevens@inspireachieve.co.uk

📍 159 Yorke Street, Mansfield, NG19 9NJ

2. What Information We Collect

We collect different types of information depending on the support you receive.

2.1 Personal Information

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

2.2 Special Category (Sensitive) Information

We may collect sensitive information if it helps us support you safely and effectively, including:

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

We only collect what is necessary for your support.

3. Why We Collect Your Information

We collect and use your information so we can:

- 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 employment

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

4. Lawful Bases for Processing Your Data

Under UK GDPR, we must have a lawful basis to use your information. IAF uses:

4.1 Legitimate Interests (main basis)

To deliver mentoring, support, and engagement services.

4.2 Contract

When you enrol on a funded programme that requires us to collect and share certain information.

4.3 Legal Obligation

For safeguarding, health and safety, and financial reporting.

4.4 Vital Interests

If we need to share information to protect you or someone else from serious harm.

4.5 Consent (used only when optional)

We will ask for your consent before:

- Sharing your CV or application details with employers
- Referring you to external support agencies
- Sharing optional information not required for service delivery

You can withdraw consent at any time.

5. Special Category Data (Sensitive Information)

We process sensitive information only when necessary and rely on:

- **Substantial public interest (safeguarding)**
- **Health or social care support**
- **Explicit consent** (for optional sharing only)

6. Who We Share Your Information With

We only share the minimum information needed and only when necessary.

6.1 We may share your information with:

- Funders (for audit and compliance)
- Local authorities (safeguarding or commissioning)
- Employers (with your consent)
- Training providers or support agencies (with your consent)
- Police or emergency services (where legally required)
- IT providers such as Gilford Computing and Microsoft

All partners must keep your information safe and use it only for the agreed purpose.

7. How We Store and Protect Your Information

Your information is stored securely:

Electronic data

- Microsoft 365 and SharePoint (password-protected, access-controlled)
- Encrypted devices
- Multi-factor authentication where available

Paper records

- Locked cabinets or secure rooms
- Shredded when no longer needed

Only staff who need to see your information to support you will have access.

8. International Transfers

IAF uses Microsoft 365, which may store data outside the UK. Microsoft provides UK GDPR-compliant safeguards, including:

- UK adequacy decisions
- Standard Contractual Clauses
- Strong security and encryption

Your data remains protected at all times. IAF does not use automated decision-making or profiling as defined in Article 22 of the UK GDPR. All decisions relating to your support are made by staff and are based on professional judgement.

9. How Long We Keep Your Information

We keep your information only as long as necessary.

Typical retention periods:

- Beneficiary records: **10 years** after leaving the programme (funder requirement)
- Safeguarding records: until you are **25**, or longer if required
- Referral and consent forms: **10 years**
- Employment support records: **10 years**

After this, your information is securely deleted or destroyed.

10. Your Rights

You have the right to:

- **Access** your information
- **Correct** inaccurate information
- **Request deletion** (in some cases)
- **Restrict** how we use your data
- **Object** to processing
- **Withdraw consent** (where used)
- **Complain** if you are unhappy with how your data is handled
- **Receive your personal data** in a structured, commonly used and machine-readable format (data portability), where applicable

To exercise your rights, contact:

✉ craig.stevens@inspireachieve.co.uk

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If you are unhappy with our response, you can contact the **Information Commissioner's Office (ICO)**.

11. Complaints

If you believe your information has been misused, lost, or accessed without permission, you can complain to:

- **IAF Director:** pippa.carter@inspireachieve.co.uk

Information Commissioner's Office (ICO) www.ico.org.uk 0303 123 1113 Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We take all concerns seriously and will investigate promptly.

12. Updates to This Notice

We may update this Privacy Notice to reflect changes in law or how we work. The latest version will always be available from IAF staff or on request.