

January 2019

Privacy Policy

PRIORITY 1-54

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Privacy Policy 2019-20

1. Introduction

- 1.1 We want everyone who supports us, or who comes to us for support, to feel confident and comfortable with how any personal information you share with us will be looked after or used. This Privacy Policy sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).
- 1.2 Our Privacy Policy may change so please remember to check back from time to time, this is version 1.2 was first ratified Monday 3rd September 2018 and updated Friday 25th January 2019.
- 1.3 We are committed to treating you with respect and openness as outlined in our Safeguarding Policy and Equality and Diversity Policy.

2. Who we are

- 2.1 We offer creative and interactive projects that inform, inspire and empower children and young people. We work with youth settings and schools to deliver transformational and empowering workshops that develop children and young people's emotional literacy, utilising young people's perspectives, knowledge and experiences to identify positive solutions to the barriers they face.
- 2.2 Priority 1-54 are committed to protecting your personal information and making every effort to ensure that your personal information is processed in a fair, open and transparent manner.
- 2.3 We are a "data controller" for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation 2016/679. This means that we are responsible for, and control the processing of, your personal information.

3. How we collect information about you

- 3.1 We collect information from you in the following ways:

When you interact with us directly: This could be if you ask us about our activities, register with us for training, or an event or otherwise provide us with your personal information as part of our project portfolio.

When you visit our website: We gather general information which might include which pages you visit most often and which services, events or information is of most interest to you. We may also track which pages you visit when you click on links in emails from us. We also use "cookies" to help our site run effectively. There are more details below – see 'Cookies'.

From other information that is available to the public: To tailor our communications with you to your background and interests we may collect information about you from publicly available sources or service providers

4. Sensitive personal information

4.1 If you provide us with any sensitive personal information as part of our work with young people, by telephone, email or by other means, we will treat that information with extra care and confidentiality and always in accordance with this Privacy Policy.

4.2 Data Protection Law recognises that some categories of personal information are more sensitive. Sensitive Personal Information can include information about a person's health, race, ethnic origin, political opinions, sex life, sexual orientation or religious beliefs.

4.3 We will only use this information:

For the purposes of dealing with your enquiry, training, and quality monitoring or evaluating the services we provide.

We will not pass on your details to anyone else without your express permission except in exceptional circumstances. Examples of this might include anyone reporting serious self-harm or posing a threat to others or children contacting us and sharing serious issues such as physical abuse or exploitation.

5. Sharing your information

- 5.1 The personal information we collect about you will mainly be used by our staff so that they can support you.
- 5.2 We will never sell or share your personal information with organisations so that they can contact you for any marketing activities. Nor do we sell any information about your web browsing activity.
- 5.3 We may however share your information with our trusted partners and suppliers who work with us on or on our behalf to deliver our services, but processing of this information is always carried out under our instruction. We make sure that they store the data securely, delete it when they no longer need it and never use it for any other purposes. However, we will only share your personal information with your consent.

6. Legal disclosure

- 6.1 We may disclose your information if required to do so by law (for example, to comply with applicable laws, regulations and codes of practice or in response to a valid request from a competent authority).

7. Keeping your information safe

- 7.1 We take looking after your information very seriously. We've implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on and off-line, from improper access, use, alteration, destruction and loss.
- 7.2 Unfortunately, the transmission of information using the internet is not completely secure. Although we do our best to protect your personal information sent to us this way, we cannot guarantee the security of data transmitted to our site.
- 7.3 Our websites may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices

employed by other sites. Please be aware that advertisers or Web sites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

8. How long we hold your information for

8.1 We only keep it as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations.

9. Your rights

9.1 You have various rights in respect of the personal information we hold about you – these are set out in more detail below.

9.2 **Access to your personal information:** You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for.

9.3 **Right to object:** You can object to our processing of your personal information where. You also have the right to object where we are processing your personal information for direct marketing purposes.

9.4 **Consent:** If you have given us your consent to use personal information you can withdraw your consent at any time.

9.5 **Erasure:** You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.

9.6 Please note, some of these rights only apply in certain circumstances and we may not be able to fulfil every request.

10. Cookies

- 10.1 'Cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device, like your computer, mobile phone or tablet when you visit a website.
- 10.2 They let websites recognise your device, so that the sites can work more effectively, and also gather information about how you use the site. A cookie, by itself, can't be used to identify you.
- 10.3 We use cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you come to our website and allows us to improve the user experience.

11. Marketing

- 11.1 We will only contact you about our work and how you can support Priority 1-54 by phone, email or text message, if you have agreed for us to contact you in this manner.
- 11.2 You can update your choices or stop us sending you these communications at any time by contacting info@priority154.com or clicking the unsubscribe link at the bottom of the relevant communication.

12. Review and Action

- 12.1 We recognise that it is important for us to regularly review our Privacy Policy to ensure that it reflects best practice.
- 12.2 A review will be carried out on an annual basis as a minimum and any necessary actions taken.
- 12.3 This policy was first ratified on Monday 3rd September 2018.

Signed:



John Khan – Co-Director

Date: Friday 11th January 2019

Signed:



Nicola Bryson- Secretary/Trustee

Date: Friday 25th January 2019

Ratified	Monday 3 rd September 2018	
Reviewed	Friday 11 th January 2019	
Next review date	January 2020	