

# Easy-read Privacy Notice – Youth Advisory Board



**This is an explanation of how we manage your personal information as well as your rights.**

## 1. Who are we?

We are *Let Me Know* and we aim to educate young people about healthy and unhealthy relationships, giving them the tools to recognise and avoid abusive situations.

You can contact us at [dataprotection@justletmeknow.org](mailto:dataprotection@justletmeknow.org)

Charity registration number 1191149

85-87 Bayham Street, London NW1 0AG

## 2. What information we collect about you, who provides it and when?

- Information you provide when applying: name, age, email address, phone number, hobbies and interests, motivation to apply, expectations from the Youth Advisory Board, Borough of residence, gender
- Additional information you provide when you register with us: DOB, name of school, contracts details, emergency contact details, ethnicity, disability, name of your parent/carer if you're under 18

When processing your data, we rely on the lawful basis of legitimate interest. When we process special category of data (such as your ethnicity and disabilities).

We might ask you for your consent for pictures and videos taken for the marketing and communication of the charity.

## 3. How do we use your information?



Provide the best service for you



Monitor and manage risks



Provide anonymous reports



Safeguarding

## 4. For how long we keep your data

We keep your data for 3 years after your engagement with us. After this time, personal data will be reviewed, and securely destroyed. If we collect your data as part of the referral process, but for any reason, you do not engage with us, we delete your data after 3 months.

## 5. Confidentiality, data sharing and safeguarding

We do not share your information with any third party. However, we may share information with the authorities for safeguarding reasons. In these circumstances, we rely on our legal obligation or legitimate interest.

## 6. Security precautions

All information we collect about you is stored securely and we take maximum precautions to ensure its security. We have secure communication arrangements with partners so that any information you share is safe.



## 7. Your rights are important

You have the right to:

- know what data we hold about you
- correct anything that's wrong
- request the deletion of your data
- complain.

For the full privacy notice, please visit our website: <https://lmkletmeknow.org>

To exercise any of your rights, or to ask any question, please contact us at [dataprotection@justletmeknow.org](mailto:dataprotection@justletmeknow.org)

### Version Control

Version	Author	Copy	Purpose / change	Date
0.1	S. Thakrar	Draft	First draft for Trustee comment	29_04_2021
0.2	S. Thakrar	Draft	Second Draft for Trustee comment	29_04_2021
1	S. Thakrar	Final	Approved by the Board	05_10_2021
1.1	S. Thakrar	Draft	Developed by DPO (Hope & May)	10_2022
2	S. Thakrar	Final	Approved by the Board	08_02_2023
			Next review date	Jan 24