

## How can you see or change your information?

You can ask for a copy of the information we have about you by contacting the Operations Manager by email: [info@hcy.org.uk](mailto:info@hcy.org.uk) or by calling/texting: **07502 365 379**

For more information on your personal data rights you can contact the Information Commissioners Office through their website [ico.org.uk/global/contact-us/](http://ico.org.uk/global/contact-us/)



Reg. Charity Number: 1151111

### Contact Us:

Olivia O'Brien - Operations Manager  
HCYC, c/o The Symington Building,  
Adam and Eve St, Market Harborough, LE16 7AG.

**E:** [info@hcy.org.uk](mailto:info@hcy.org.uk)

**T:** 07502 365379

**W:** [www.hcy.org.uk](http://www.hcy.org.uk)

We are an independent charity, and rely on grant funding, fees for services commissioned, and donations to keep our projects running.

To find out more or to donate to us please visit:  
[www.localgiving.org.uk/hcy](http://www.localgiving.org.uk/hcy)

You can support us through Harborough Lotto – visit our page at: [www.harboroughlotto.co.uk](http://www.harboroughlotto.co.uk)

## Privacy Notice

This notice explains how and why we use your personal data, to ensure that you remain informed and in control of your personal data.

## What is personal data?

Your personal data is any information to do with you which could be used to identify you.

## What personal data does HCYC collect?

We collect data that you give us when you use our projects or services. This includes information given to us when coming to our play or youth work sessions, and any other information that we collect which lets us give you the service you need from us. For example:

- Personal details such as name, address, date of birth, email, telephone number, family information;
- Details of any child or young person's health condition, particular needs and preferences;
- Records of contact and conversations with parents/carers that help us provide our services;
- Information given to us from other professionals or services involved in the welfare of your family.

## How we use personal data

- We only use your data when we need to, and will only keep it while you are using our services.
- We may use your data to keep in touch with you. This could include telling you about our news, services, events and relevant changes to HCYC.
- We need to use your data to run the service you receive, to keep records for reports we must do, and to answer necessary questions.

## Disclosing and sharing data

We will never sell your data. Occasionally we may share it with others when necessary to provide a service from HCYC, and to protect children or vulnerable adults who may be in danger or are being harmed.

## Destroying data

We will get rid of any data within 6 months of the end of HCYC's involvement with you, unless there has been a safeguarding concern which may result in data being kept for a longer period of time (in line with our safeguarding policies).

## Consent to keep personal data

We need your consent (permission) to keep your personal data and if you are under 16 years, we need a parent or carer to consent on your behalf. We use our Consent Forms for this.

## How we protect and store data

Personal data is kept in our security protected electronic files, and in paper form in folders to take to places where we run sessions. These are kept securely on the way to, and during the sessions, and locked away afterwards.

## Keeping you in control

Your legal rights are as follows:

- We need to tell you if we keep any of your personal data and you can ask for a copy of what we keep;
- You can tell us to get rid of the data we have on you (although this would mean we couldn't give you our services);
- You can tell us to correct the data we have on you if it is wrong.