



*Developing young people through
personal challenge*

PRIVACY NOTICE

Youth Challenge Oxfordshire (YoCO) is a charity established to support young people and we are committed to providing the highest quality services. That is why we want to be completely transparent about why we need the personal details we request and how we will use them.

This Notice is designed to explain how and why information about you will be used by Youth Challenge Oxfordshire. The organisation may update this notice at any time and may also notify you in other ways from time to time about the way that we use your personal information.

How will we use information about you?

The organisation collects personal information in order to perform our key services, see our Data Protection Policy. We are responsible by law for decisions relating to the security and use of your personal data. We will not use your information without your permission for purposes not directly related to the service we provide. It might be necessary to share your information for a purpose not related and without your permission if:

- Your health or safety, or that of others, is at risk
- We need to comply with a legal obligation eg Police, social services and health professionals.

How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- YoCO will take steps to ensure that your information is kept safe and that it is always accurate and up to date
- Only staff who need to do so will access your personal information
- Your personal details will be retained in accordance with our retention schedule (available upon request)

This is the responsibility of YoCO's Data Protection Officer.

What are your rights?

Under the General Data Protection Regulations, you have a right to:

- Be informed about the use of your information by providing copies of all policies on the web-site.

- Request a copy of the personal data we hold about you by contacting the Data Protection Officer (see below)
- Correct any inaccuracies in relation to your information by contacting the Data protection Officer(see below)
- Withdraw your photo/video consent at any time so that no future contact is made or no future use of your images are made by contacting the Data Protection Officer (see below)
- Obtain and use your own photographs or video images for your own purposes but not when this includes images of another individual

Changing your communication choices

If at any time you wish to change how we communicate with you, or update the information we hold, please do get in touch.

- **Write to us:**
The Data Protection Officer
Youth Challenge Oxfordshire
Midland House
West Way
Oxford
OX2 0PH
- **Email us: info@yoco.online**
- **Call us (Mon-Fri 0900-1700): 07999 340597**