




PRIVACY NOTICE

This document tells you what information Chilypep will keep about you, why we keep it, and who the information will be shared with.

Chilypep respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with any data protection legislation currently in force.

What information does Chilypep keep about me?

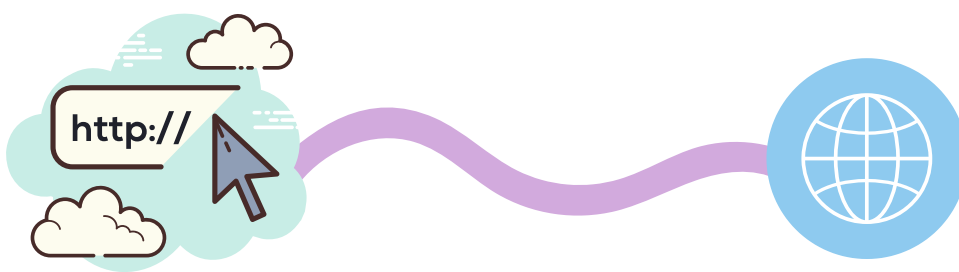
Chilypep keeps two types of information about the young people and communities it works with:

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- Personal information - for example, your name, your date of birth, your address (postal and online) and telephone number and your age
 - Sensitive information - for example, your gender, ethnicity, any particular needs you might have, organisations or professionals who are supporting you, details of extra support we might need to provide for you. Sensitive information also includes details of your work for the project you are involved in.

What is the source of the data that we record about you?

Usually this information will come from young people and community members themselves, although we will sometimes receive information from parents, carers or professionals.





Website and use of cookies

If you use our website to find information about us and our services, we may gather general information about your usage, including which pages you visit most often and which services, events or information is of most interest to you. This information is used to help us make improvements to our website and to provide the best service and experience for you.

We use 'Cookies' on our website. This 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. They let websites recognise your device, so that the sites can work more effectively. We use this information on the basis of 'legitimate interest'.

We use different types of cookies:

- Strictly necessary cookies are essential for you to move around our website and to use its features.
- Analytical or Performance cookies collect anonymous information about how you use our site, like which pages are visited most. This helps us to improve the way our website works.
- Functionality cookies collect anonymous information that remember choices you make to improve your experience, like your text size or location.

They may also be used to provide services you have asked for such as watching a video or commenting on a blog.

You can opt out of cookies when you use our website, but if you refuse all cookies, our website may not function for you as we would like it to. Sometimes we will include links to other organisation's websites if we think this might be useful.

This privacy notice only applies to our website, so if you click on a link to another website, we recommend that you check their privacy policy to understand how they might collect and use your information.

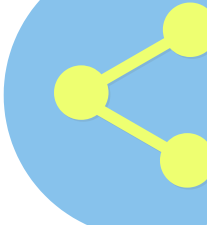

Why does Chilypep keep information on the young and community members it works with, and their parents/guardians?

Chilypep cannot provide a service to you without using personal information about you and also, sometimes, sensitive information. We only keep and process this information if we have a legal reason to do so, either for what's known as legitimate or public interest. We do this in line with **UK General Data Protection Regulation (GDPR) and the UK's Data Protection Act 2018**.

The reasons we keep and process your information include:

- To make sure we can provide the best support possible to you
- To assess how successful we have been in helping you and to report this to the organisations that are funding the work we do
- To make sure you and the young people you work with are kept safe
- To know who to contact if there is an emergency
- To keep track of how you are getting along on the project
- To make sure that we are reaching a wide range of people and no one is being excluded. By collecting this information, we can see if we are missing anyone out.






A lot of our funders also ask us to collect this information to prove we are working with all young people and communities and what work we are doing with them. Your information is confidential and will not be used in a way that can identify you to anyone.

Who does Chilypep share your information with?

Chilypep staff can only access the information which is necessary for them to do their job.

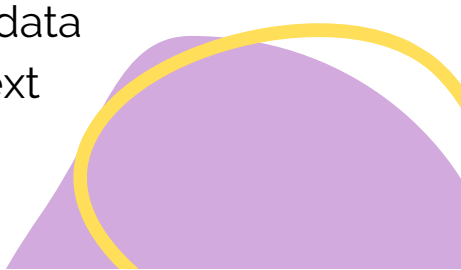
Chilypep research staff use your information to measure the difference we are making and improve our services for children, young people and communities.

There may be times when Chilypep needs to share details about you with **people external to Chilypep**, who do not work for the charity. Only the information needed for them to carry out their work will be shared, and we will tell you when we are sharing that information. Examples of these people include:

- People providing extra training
 - People attending events which may show your work
 - Professionals who work with you (for example, teachers, social workers, youth workers)
 - Organisations who fund our work
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If we want to share your data with anyone who is not included in this list we will inform you and we will seek your consent.

Occasionally we have legal grounds to share your data without your consent, which we describe on the next page.



Exceptional circumstances

In exceptional circumstances, Chilypep is legally required to share information even if you do not give your consent. These circumstances are:



- If you are at risk of significant harm
- If another person is at risk of significant harm
- If you disclose information which leads Chilypep to believe a crime might be committed
- If a court asks us to disclose information
- If the police ask us to disclose information



Where does Chilypep keep your information?

We keep and store your information securely on our computer system and Charity Database, Lamplight, which is only accessed by Chilypep staff. Access to the systems requires a strong unique password and Multi Factor Authentication.

In case of paper files, these are locked away securely.



What happens to your data when Chilypep has stopped working with you?



Chilypep will keep your data, stored securely, until a specific amount of time has passed once we have finished working with you. Then it will be securely deleted or shredded. The amount of time depends on the nature of the service and our legal obligations. Generally **we retain your data for 6 years from date of last contact**, but for **families involved with the local authority's Children's Services Directorate, data will be retained for longer** depending on Children's status and safeguarding concerns (i.e. 75 years from date of birth if children are Looked After).

Additionally, in case of **safeguarding concerns**, records will be kept for **100 years since date of last contact**.

For any Children and Young People involved with the **CAHMS Duty Project (Sheffield)** records will be kept for **6 years from termination of project**. This can be **extended to 21 years** where any records could be relevant to a claim for personal injury.

For Children and Young People involved with the RUBIC2 **Young Community Leader Project (Sheffield)** records will be kept **until 31/03/2029**

Finally, when a referral is submitted to Chilypep but no work is carried out, the Charity will retain records for **1 year from last contact** for data monitoring reasons.



Your right to receive a copy of your data (Subject Access Request)

You are entitled to request a copy of the data that Chilypep holds about you. This is available at no charge to you. Please ask your worker or make your request verbally or in writing to:

Lesley Pollard, Chilypep CEO

Email address: Lesley.pollard@chilypep.org.uk

Postal address: 11 Southey Hill, Sheffield S5 8BB



We will endeavour to provide you with a copy of your data within a month. If for any reason this takes longer than one month, we will explain our reasons for the delay to you.

If you have any concerns about the content of your record, you should contact the manager of the service you are working with or the Chilypep CEO, contact details above. We will correct any factual inaccuracies such as your date of birth or ethnicity. We will not usually change any record of actions and events, but your views about the content will be added to the record.

Your rights

You have the following rights in relation to your personal data:

- The **right to be informed** about the data we hold and share about you. This is described to you through this Privacy Notice.
- The **right to access your personal data**. By making a subject access request you can find out what personal data we hold about you, why we hold it and who we disclose it to. See more info above.

- The **right to edit and update your personal data**. Please keep us informed if your personal data changes during the duration of your relationship with us.
- In certain cases, the **right to request to have your personal data deleted**.
- In certain cases, the **right to restrict processing of your personal data**.
- The **right to data portability**, i.e. to receive a copy of the personal data you have provided to us in a way that is accessible and machine-readable, for example as a csv file, and to request the transfer of this data to another organisation where technically feasible.
- The **right to object to our processing**, including automated decision-making and profiling.

If you wish to exercise your rights, please contact Chilypep CEO Lesley Pollard using the contact details above and providing as much information as possible about the nature of your contact with us to help us locate your records. Once we have received your request, and verified your identity, we will respond within one month, unless a longer period is permitted by applicable law, such as where the request in question is complex.

Contact Us

If you would like more information about how your data is handled, to receive a copy of your data or make a complaint about the way Chilypep is handling your data, please use the contact above or email info@chilypep.org.uk

