



ART AGAINST KNIVES YOUNG PEOPLES' PRIVACY POLICY

In accordance with the UK General Data Protection Regulation 2020 (UK GDPR), the UK Data Protection Act (2018) and Privacy and Electronic Communications (EC Directive) Regulations 2003, we have implemented this privacy notice to inform you of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

In this policy, references to 'we', 'us' or 'our' means Art Against Knives. We are the data controller for the personal data relating to you that we collect and hold.

The Data Protection Lead of the organisation is our Head of Operations; Manpreet Pank and can be contacted via email at hello@artagainstknives.com, subject heading: Data Protection Enquiry

This notice applies to the service users who engage in our services.

DATA PROTECTION PRINCIPLES

Under UK GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

1. processing is fair, lawful and transparent
2. data is collected for specific, explicit, and legitimate purposes
3. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
4. data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
5. data is not kept for longer than is necessary for its given purpose
6. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing,



1) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the referral process via the online form. If you are younger than 16, your carer/parent might complete the form on your behalf.

In some cases, we will collect data about you from third parties.

2) TYPES OF DATA HELD

We keep several categories of your personal data in order to carry out effective and efficient processes. Specifically, we may process the following types of data:

- Name
- Address
- Phone number
- Gender

We may also process special category of data which include:

- Health
- Sexual orientation
- Race
- ethnic origin
- political opinion
- Religion
- genetic and biometric data.

3) LAWFUL BASIS FOR PROCESSING - CONSENT

Most commonly, we will process your personal data if you have given us your explicit consent, which is gathered during the referral process. We will gather your consent if you are older than 16 or if you're aged 13-16 and have the capacity - an assessment of competence will be made by a relevant staff member. If you are older than 16 or aged 13-16, your consent may override consent gathered from your parents or carers. If you decide to provide your consent, you can withdraw it anytime by contacting us at hello@artagainstknives.com subject heading: Data Protection Enquiry

Where Special Category data is processed, we may also undertake a Data Protection Impact Assessment (DPIA).

4) MEDIA CONTENT

Art Against Knives takes photos and videos to help promote the value of our work. These may appear on our website, social media or promotional materials. If an individual is identifiable in a picture or video we will seek permission before using it publicly. You can ask us to take down a photo or



video in which you are identifiable by emailing hello@artagainstknives.com
subject heading: Data Protection Enquiry

5) DATA RETENTION

AAK will retain the personal data of all service users for a period of ten years post-service. After this time, personal data will be reviewed and securely destroyed

Information relating to individuals who are referred to AAK who do not, for whatever reason, progress into one of our services will have their personal data retained for a period of twelve months.

6) WHO WE SHARE YOUR DATA WITH

We may share information where we are obliged to by the law and for safeguarding reasons

7) PROTECTING YOUR DATA

When we are provided with personal information about you, steps are taken to ensure that it is treated securely. All information we collect about you is stored securely in the head offices in locked cabinets, the keys for which are also stored securely in a locked cabinet. Electronic data is stored on a secure server and is accessed via password-protected computers that are used only by us.

Any personal information that is shared with third parties mentioned in this privacy notice, will be communicated via secure email systems. We have put appropriate systems in place to enable third parties to communicate information securely, and third parties are provided with information regarding how to do so. We cannot, therefore, be held accountable for the security of any personal information sent from a third party which is not sent via secure arrangements. Whilst we make every effort to protect your personal information, we cannot guarantee the security of any information you transmit to third parties, and you do so at your own risk. When we receive information about you, best efforts are made to ensure its security on their systems.

8) YOUR RIGHTS AS DATA SUBJECT

You have the following rights in relation to the personal data we hold on you:

- the right to be informed about the data we hold on you and what we do with it
- the right of access to the data we hold on you
- the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'
- the right to have data deleted in certain circumstances. This is also known as 'erasure' or "the right to be forgotten"



- the right to restrict the processing of the data
- the right to transfer the data we hold on you to another party. This is also known as 'portability'
- the right to object to the inclusion of any information
- where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data
- where we have identified legitimate interest for the processing of your personal data, you have the right to object

You can exercise your rights as a data subject by contacting us via email on hello@artagainstknives.com subject heading: Data Protection Enquiry

9) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

10) PRIVACY NOTICE REVIEW

This privacy notice is kept under regular review.
This privacy notice was last updated in Sept 2023.