

Privacy Notice (SW!TCH Minds)

How LifeLine Community Projects use young people's information

LifeLine Projects' is a registered company (number 03951096) and a registered charity (number 1084634). Our registered office address is LifeLine House, Neville Road, Dagenham, Essex, RM8 3QS. We hold a contract with the Department of Health & Social Care to deliver the SW!TCH Minds programme.

LifeLine Projects' is a "data controller" and as such we are responsible for processing the use of personal information about young people referred to SW!TCH Minds. We are required under the data protection legislation to notify students about the information contained in this privacy notice in accordance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

The categories of student information that we collect, hold and share include:

- Personal information (i.e. name, date of birth, gender and school attendance, attainment and behaviour data)
- Special category data (i.e. health and well-being, disability, offending behaviour and safeguarding).

Why we collect and use student information

We use information to:

- Provide relevant support to students and;
- monitor and report on the success of the programme (i.e. the number of students who attend mentoring and peer mentoring sessions, and the impact of these on students).

The lawful basis on which we use information about young people

We collect and use information to meet the requirements of the contract LifeLine Community Projects holds with the Department of Health and Social Care for the provision of the SW!TCH Minds programme.

How we collect information

We collect information about students via a referral form and from school practitioners. Information is also collected during 1-1 mentoring sessions, paperwork in mentoring packs, surveys such as WEMWBS and from evaluation activities.

How we store data

We will keep personal information in a secure and locked location until 2030. It will be securely destroyed after this date.

Why and who we share student information

We share information about students with the referring school and with our evaluators who are measuring the impact of the programme.

We do not share information about students with anyone else without consent unless the law and our policies allow us to do so. Where we are required to do so, we will share information with regulators such as Ofsted, and as required under safeguarding legislation and the Information Acts. We require third parties to respect the security of student information and to treat it in accordance with the law.

The rights of students

Under data protection legislation, students have the right to:

- request access to information that we hold about them
- request correction to incomplete or inaccurate information we hold
- object to direct marketing
- in certain circumstances, have personal information erased or restricted, or withdraw their consent for the School to use their personal information
- request the transfer of personal information to a third party.

Students may make a request for a copy of their personal information held by LifeLine Projects by emailing info@lifelineprojects.co.uk or in writing to:

LifeLine Projects, LifeLine House, 25 Neville Road, Dagenham, RM8 3QS.

Complaints about how we look after or use information

If a student has a concern about the way we are collecting or using their personal data, we request that concerns are raised with us in the first instance by emailing or contacting us on the above address. Alternatively, concerns can be raised with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.