

## Privacy Notice for SW!TCH Minds and SW!TCH Lives

### 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 contracts with various funders (see below for details) to deliver the SW!TCH Minds and SW!TCH Lives programmes.

LifeLine Projects' is a "data controller" and as such we are responsible for processing the use of personal information about young people who take part in SW!TCH Minds and SW!TCH Lives. We are required under data protection legislation to notify young people about the information contained in this privacy notice in accordance with the UK General Data Protection Regulations (UK 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, ethnicity, disability, offending behaviour and safeguarding).

### Why we collect and use information about young people

We use information to:

- Provide relevant support to young people and;
- monitor and report on the success of programmes.

### The lawful basis we use information about young people

We collect and use information to meet the requirements of the contracts LifeLine Community Projects holds with the following funders:

Contract	Funder
SW!TCH Minds	Department for Health and Social Security
SW!TCH Lives	The Youth Endowment Fund - YEF programme The Greater London Authority - Young Londoners Fund (YLF) programmes LB Barking and Dagenham - London Crime Prevention Fund (LCPF)

### How we collect information

We collect information about young people via referral forms and from school staff. Information is also collected during 1-1 mentoring sessions, paperwork in mentoring packs, surveys e.g. the Warwick-Edinburgh Mental Wellbeing Scale survey (WEMWBS) and the Student Resilience survey and from evaluation activities.

### How we store data

We will keep personal information in a secure location as follows:

Contract	Funder
SW!TCH Minds	Until 2030
SW!TCH Lives	YEF – Until 2029 YLF 1 – Until 2027 YLF 2 – Until 2028 LCPF – Until 2028

Personal information will be securely destroyed after the above dates.

## **Why and who we share student information**

We share information about young people with referring schools and with evaluators who measure the impact of our programmes.

We do not share information about young people with anyone else without consent unless the law or 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 shared information and to treat it in accordance with the law.

## **The rights of young people**

Under data protection legislation, young people 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.

Young people may make a request for a copy of their personal information held by LifeLine Projects by emailing [info@lifelineprojects.co.uk](mailto: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/>.