



Parents and Mentees Privacy Notice

1 Introduction

- 1.1 Swindon Mentoring and Self-Help Youth Project (SMASH) takes your privacy very seriously. We ask that you read this privacy policy carefully as it contains important information about what to expect when SMASH collects personal information about you and how we will use your personal data.
- 1.2 SMASH (company number: 04626164) is a company whose registered office is Pinetrees Community Centre, The Circle, Pinehurst, Swindon, Wiltshire, England, SN2 1QR.
- 1.3 This policy applies to information we collect about:
 - 1.3.1 visitors to our website;
 - 1.3.2 people who are referred to us as potential mentees;
 - 1.3.3 referrers.

2 The information we collect about you

- 2.1 When you make a referral to us or are referred to us we may collect the following personal information from you:
 - 2.1.1 name;
 - 2.1.2 date of birth;
 - 2.1.3 postal address, email address and telephone number;
 - 2.1.4 racial or ethnic origin, gender and sexual orientation, religious or similar beliefs;
 - 2.1.5 details of your personal circumstances;
 - 2.1.6 information on relevant medical conditions, including any disabilities;
 - 2.1.7 criminal convictions;

- 2.1.8 lifestyle factors, such as drug and alcohol usage;
- 2.1.9 photographs of our mentees for use in brochures;
- 2.1.10 your diagnoses;
- 2.1.11 notes taken during meetings with a mentor;
- 2.1.12 your emergency contact details.
- 2.1.13 your program goals, progress and achievements
- 2.1.14 For Building Bridges participants:
Economic Status: employment status, employment status of household, benefits received.
- 2.1.15 For Building Bridges participants:
Evidence of Right to Live and Work in UK: eg one of Passport, evidence of NEET, permanent residence card, birth/adoption certificate
- 2.1.16 For Building Bridges participants:
Education: Level of education undergoing/achieved; GCSE courses and results; Training undertaken and qualifications achieved
- 2.1.16 For Building Bridges participants – Attendance record

- 2.2 We may receive information about you from other sources (such as your school or social services) which we will add to the information which we already hold about you in order to help with mentoring.

- 2.3 Where we process your more sensitive information, known as special category data, we will only do so
 - 2.3.1 In limited circumstances with your explicit consent;
 - 2.3.2 where we need to carry out our legal obligations in line with our data protection policy;
 - 2.3.3 where it is in the public interest, such as for equal opportunities monitoring, and in line with our data management policy;
 - 2.3.4 where it is necessary for establishing, exercising or defending legal claims.
 - 2.3.5 less commonly, we may process this type of information where it is to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

3 How we will use the information about you

- 3.1 We gather this information to allow us to provide the services requested and any other services you may have asked us to provide in the future. The relevant information is then used by us to communicate with you on any matter relating to the mentoring of you or your dependant child.
- 3.2 We may also use anonymised information and statistics for research purposes. These statistics will not include information that can be used to identify you.
- 3.3 The lawful basis for our processing of your personal information depends upon our relationship with you. That basis also determines the period of time for which we will keep your information:

Relationship	Lawful Basis	Retention Period
Mentee during mentoring	Performance of a contract and legitimate interest	Duration of mentoring
Parent during mentoring	Performance of a contract and legitimate interest	Duration of mentoring
Mentee after mentoring	Legitimate Interests	70 years
Parent after mentoring	Legitimate Interests	70 years

4 Safeguarding Your Information

We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

5 Access to your information and updating and correcting your information

- 5.1 You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact our Data Protection Lead:- CEO, SMASH, Pinetrees Community Centre - The Circle - Pinehurst - Swindon - SN2 1QR
- 5.2 We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to SMASH changes, for example if you change your email address or name, please let us know the correct details by contacting our Data Protection Officer:- CEO, SMASH, Pinetrees Community Centre - The Circle - Pinehurst - Swindon - SN2 1QR

You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

6 Your consent

By submitting your personal information, you consent to the use of that information as set out in this policy.

7 Changes to Privacy Notice

We keep our Privacy policy under regular review. If we change our Privacy policy, we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. This Privacy policy was last updated on September 2018

8 How to contact SMASH

We welcome your views about our website and our Privacy policy. If you would like to contact us with any queries or comments please send an email to admin@smashyouthproject.co.uk or write to CEO, SMASH, Pinetrees Community Centre - The Circle - Pinehurst - Swindon - SN2 1QR

9 Links to other websites

Our website contains links to other websites, including the National Lottery funding pages. This Privacy policy applies only to this website so when you access links to other websites you should read their own privacy policies.