

Children & Young People's Privacy Policy

This document is our children and young people's privacy policy. A privacy policy tells you how we use your personal data, so you know what happens when you give it to us.

To see our full Privacy Policy visit www.lancashiremind.org.uk/lancashire-mind-policies



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Who are we?

We are Lancashire Mind, a local independent mental health and wellbeing charity. We work across Lancashire in schools and the community with children and young people; delivering wellbeing and mental health support and activities to individuals and to groups.



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What is personal data?

Anything that can identify you is 'personal data'.

You might know this could be your name or a photo of you, but it is also things like your email address, mobile number and date of birth.

As we might be supporting you, there are many things our staff would need to know to help them do that and their job.



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Why do we collect your data?

We will only collect your information when we need it to help us do our job or to follow the law. We might use it to get in touch with you, to provide you with services, to check the quality of our services, for our funders or to comply with the law.

If you are under 13 then your parent and carer must give it to us on your behalf.

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Where is my data and how long do you keep it for?

We keep your data on our secure online system using multi-factor authentication. We only keep your personal data for as long as we need it or as long as the law says we need it. When we don't need it, we will destroy it.



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Can anyone else see my data?

Sometimes in order to do our work we have to share your personal data, or other people might share it with us. We might need to share your data with your school or youth club, doctor or family if they are helping you, the police and we may have to share your data if the law says we have to. When your data is shared with someone else, they must keep it safe.

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What are my rights?

You have the same rights as adults: knowing what data we have about you, the right to be able to correct anything that is wrong and more. Most of the time your parents/carers look after your rights until you are 13 years old. We also work with an Information Governance Officer here at Lancashire Mind who makes sure we look after your data properly.

