

## Privacy Statement for Barnet Young Siblings Mentoring Project

In order to provide you with support, we are going to ask for and keep information about you which will help us know who you are, who are your family and friends and how you feel. This is called Personal Data. The Law states that when an organisation asks for information about you, you should be told how it will be used. This is why we are giving you this statement.

*Your mentor (s) works for St Christopher's Fellowship. St Christopher's is a charity and our address is: 1 Putney High Street; London; SW15 1SZ; Email: [info@stchris.org.uk](mailto:info@stchris.org.uk); Telephone : 0208 780 7800.*

Sara Kortenray is our data protection officer and her email is [dataprotection@stchris.org.uk](mailto:dataprotection@stchris.org.uk). She ensures we keep your information safely and we don't give it to anyone who shouldn't see it. If you have questions about how we use your information, please ask Sara or your mentor.

The information we keep about you will be shared with the London Borough of Barnet. This means we both decide how it is used. This is called being a joint controller.

### What information do we keep about you

We will only ask you for information if we really need it. In order to run the Young Siblings Mentoring Service, we will ask for, use and keep the following information about you:

- Your name, age, gender, and possibly your photograph
- Your address, telephone number, email address, Whatsapp and other social media;
- Information about your family and friends;
- How you are doing at School;
- Information from the Barnet's Children and Family Service, Police, or YOS;
- What you do in your spare time and your aspirations;
- How you feel, the support we are giving you and what future support you might want.

The law states that some information is more private and we need to keep it more safely. This is called "Special Category Information." We may keep Special Category information about your ethnicity, politics, any disability, sex life; sexual orientation and health. We may also keep information about any criminal activities you have been involved in.

### How we get your information

Most of the information will come from talking to you and asking you to complete questionnaires. Some information will be given to us by your parents; the Barnet's Children and Family Service, police, Youth Offending Service; doctor and teachers.

### What we do with the information

Your information is used to:

- Contact you;

- Provide you with support;
- Help you get support from other organisations;
- See if our support is helping you and report on this;
- Tell organisations that need to know or can help if you don't feel safe;
- Report what we are doing to our partners;
- Keep you or someone else safe;
- Raise further awareness of St Christopher's and the work we do;
- Collect statistical data to ensure we better engage with your community;
- Inform Government departments;
- Comply with the law or defend our legal rights
- Prevent a crime

### Who we share information with

We will share all of the information we hold about you with London Borough of Barnet and Manchester Metropolitan University

We may also need to share your information with:

- Your Parents or Guardians;
- Charities that can offer you support;
- Local Authority Departments;
- Police;
- Your School and teachers
- Doctors and other health and wellbeing professions.

We will only do this if there is a really need or you are happy for us give them your organisation and we will make sure your information is kept safe.

### Why we are allowed to use your information

The Law says we can use your information because we need to use it to provide the service. This is called a **Legitimate Interest**. This is our main reason for using your information. But we cannot use your information if it would hurt your rights and freedoms.

We may also use your information if:

- **You have said we can (Your Consent)** – But you can ask us to stop at any time if you change your mind.
- **We have to by law (legal obligation)** – We may need to share your details in order to keep you safe.
- **To safe someone's life (Vital Interest)**
- **We need to because we have a contract.**

When we keep more private information (Special Category data) we need a second reason to use it. We are allowed to use this type of information because:

- You have given us your explicit consent
- We have a reason which is substantially in the public interest;
- It will save someone's life;
- You have already made your personal information public
- We need to bring or defend legal claims;

### How long will we keep your information

Your information will be kept on accordance to Barnet's retention policy. Please

see their privacy statement for more details [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy) .

### How we keep your information safe

Your information will be filed and kept safely on the London Borough of Barnet's database [LCS] and our computer system. Access is password protected and limited to our mentor team .

If we need to give your information to another organisation, passwords and encryptions will be used. When we no longer need your information it will be deleted or changed so no one can know who you are. All our staff receive training about how to keep your data safe.

### Your rights

The Law gives you rights about the information we hold about you.

**You can see what information we keep about you (Right of Access)** –You can ask for a copy of the information we keep about you. This is called a Subject Access Request.

**Ask for mistakes to be put right (Right of Rectification)** -If the information we keep about you is wrong, you can ask for it to be changed.

**Ask for your information to be deleted (Right of Erasure)** – You can ask for all the information we hold about you to be deleted. We cannot always do this but if we can't we will tell you why.

**Ask us to stop using your information but still keep it (Right of Restriction on processing)** – We cannot always do this but if we can't we will tell you why.

**Ask us to stop using your information (Right to Object)** – If you have a specific reason why you do not want us to process your data you can object. If we want to continue to use your data we will need to explain why it is necessary and show that our reason does not override your rights. We can also continue to use it defend ourselves.

Your mentor can help you if you would like to see your data or ask us to use your information differently. There is no cost and we need to do what you want or explain why we cannot within 30 days.

### Where your data is held

Your information will only be kept in the UK.

### Changes to this Privacy Notice

If we change this privacy statement, we will give you the new one.

### For more information

There is lots more information about data protection and your rights on the web. Try here first: <https://ico.org.uk/for-the-public/> or write to the ICO; Wycliffe House; Water Lane; Wilmslow; Cheshire; SK9 5AF. The ICO can also help if you don't like how we have used your data.