

# Privacy Notice

**Project: Blackpool Council Youth Sector Review**

**Date: October 2021**

**Author: National Youth Agency**

## Overview:

We would be grateful if you could take the time to read the following information carefully and contact [adamp@nya.org.uk](mailto:adamp@nya.org.uk) directly regarding any questions you may have.

Blackpool Council has commissioned the National Youth Agency (NYA) and Youth Focus North West (YFNW) to undertake a review of the youth sector provision across Blackpool.

*For the purpose of this work, youth provision is defined as informal education provision for children and young people from 7 to 25 years old [including]:*

- *Existing non-statutory services for young people, including youth clubs, sports clubs and uniformed groups*

As a part of this review the council have requested:

1. A survey of youth sector providers within the Council area.
2. Support for a smaller number of organisations to complete a self-assessed review of their service.

We are therefore collecting contact details to ensure as many organisations that meet the criteria as possible have the chance to be included in the survey. You will also be able to indicate if you may wish to be involved in being supported towards the self-assessed review.

## HOW WILL MY PERSONAL DATA BE USED?

Details are being collected for the purpose of helping us deliver the survey, or to contact you if you've indicated that you'd be interested in the self-assessed review.

Details are not made publicly available, and once the survey and reviews have commenced they will be deleted.

During the survey, we will ask specifically if you'd like to opt-in to inclusion on a national database of youth sector providers that NYA are building, and which will allow you, at that point, to indicate if you would like anything to be made publicly available.

### WHAT DETAILS ARE YOU COLLECTING?

We will ask for the following:

Organisation Name
Organisation Website
Organisation (or contact) Email address
Organisation (or contact) Phone Number
Organisation (or contact) Address Line 1
Organisation (or contact) Postcode
Your (or contact) name
Charity Commission Register No. (If applicable)
Companies House No. (If applicable)
Whether the organisation would be interested in inclusion in the service review

### HOW WILL MY PERSONAL DATA BE PROTECTED?

Appropriate safeguards are in place at NYA for secure collection, storage, transmission and disposal of your personal data in accordance with the General Data Protection Regulation. Access to data is restricted to those requiring access for the purpose of delivering the survey and the data is stored on a secure server. It will be deleted 28 days after the survey period commences.

### HOW TO WITHDRAW YOUR DATA

You can withdraw your details collected for inclusion in either the survey or review at any time without giving a reason by contacting [adamp@nya.org.uk](mailto:adamp@nya.org.uk).

If neither the survey or review have commenced we will remove any personal data which directly or indirectly identifies you within 7 days of that point.

If either the survey or review has commenced you can withdraw your inclusion from that at any time; and we will remove any personal data which directly or indirectly identifies you within 28 days of that point.