

## **YOUTH LINK: NI**

### **PRIVACY NOTICE – PROGRAMME PARTICIPANTS**

Dear Programme Participant,

As a voluntary youth organisation Youth Link: NI regularly asks young people and adults for information about themselves. It is Youth Link: NI's responsibility to ensure the information it holds about others is held safely and securely.

We wish to inform you about the steps Youth Link: NI has taken to comply with the EU's General Data Protection Regulation (GDPR), effective from 25 May 2018.

The aim of the GDPR is to protect individuals from privacy and data breaches in an increasingly data-driven world. As a result, this privacy notice explains how Youth Link: NI will use the personal data it collects from you.

#### **What we need**

Youth Link: NI will be known as the 'Controller,' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email etc.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, biometric data or sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect your health in an emergency. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

#### **Why we need it**

We need your basic personal data to record your participation in our programmes and to report to our commissioners and funders on the numbers and experiences of our participants and also to register you for accreditation with the appropriate awarding organisation, if applicable. We will not collect any personal data from you we do not need to.

#### **What we will do with it**

All the personal data we process is processed by our staff in Youth Link: NI and for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

Youth Link: NI has a Data Protection policy in place to oversee the effective and secure processing of your personal data. This policy is available upon request.

#### **How long we keep it**

The data we hold on our Programme participants falls into a variety of categories for example incentive payment records, basic personal data (name, address, contact details). Some of these we need to retain for a statutory period and others we retain for set periods for legitimate reasons. Details of our retention periods are contained at the end of this document.

## **Your rights**

1. Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
2. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

## **Identity and contact details of data controller**

4. Helen Blackley, Youth Link: NI is the controller of data for the purposes of the DPA 2018 and GDPR.

If you have any concerns as to how your data is processed you can contact: Helen Blackley, Deputy Director – Corporate Affairs.

## Retention Periods

### Payroll related records

- **Accident Books / Accident Records / Reports** – 3 years from the date of the last entry
- **Accounting Records** – 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / HMRC Correspondence** – 3 full tax years
- **Pay records** – 6 years

### Awarding organisation records

- **OCN NI** – 3 years
- **University of Gloucestershire** – 6 years
- **Staffordshire University** – 6 years

### In addition

Relevant documentation, as listed above, will be retained for longer periods in accordance with stipulations set by Youth Link: NI funders, as detailed below.

#### **I. Peace III Funding, 2007-2014**

Programme Title: Children & Young People Building Positive Relationships  
Reference Number: 000445  
Managed By: Youth Education Social Inclusion Partnership (YESIP)

Programme Title: Community Capacity Building Strategies  
Reference Number: 000742  
Managed By: Community Relations Council / Pobal

Programme Title: Building Positive Sustainable and Integrated Communities  
Reference Number: 32238  
Managed By: Community Relations Council / Pobal  
Managed By: SEUPB from January 2014

Article 90 of the Council Regulations (EC) No 1083/2006 requires that supporting documents regarding expenditure and audit should be kept available for a period of three years following the closure of Peace III Funded Programmes. The Lead Partner and each Programme Partner should therefore ensure that all original vouchers, claim receipts and supporting documents in respect of this Programme are retained until expressly instructed by SEUPB that disposal is acceptable.

All documents relating to Peace III Funding, 2007-2013, will be retained as per revised EU guidance until **31 December 2021**.

Documentation will be returned to the Managing Authority in the event of dissolution / wind-up of the Company. The Company Secretary / Deputy Director – Corporate Affairs will hold responsibility for ensuring that this happens.

## **2. Irish Government's Reconciliation Fund, administered by the Department of Foreign Affairs and Trade**

The Letter of Acceptance for funding awarded under the Reconciliation Fund states 'I agree that the organization will retain invoices, receipts and / or other relevant supporting documentation for each item of expenditure towards which the Reconciliation Fund grant was directed. I understand that the Department may ask the organization to produce such documentation and agree that the organisation will do so, if requested.'

All documentation relating to Irish Government's Reconciliation Funded Programmes will be retained for a period of seven years following individual grant end dates.

## **3. Belfast City Council Small Grants Funding - Good Relations Grants, 2012-2017**

All documentation relating to Belfast City Council Small Grants Funding Programmes will be retained for a period of seven years following individual grant end dates.

## **4. Northern Ireland Community Relations Council Core Funding Programme, 1 April 2016 – 31 March 2019**

Reference Number: 17/3209

Youth Link: NI shall ensure that all records, financial or otherwise, relating to the NICRC's grant award will be maintained and available for inspection for a term of not less than seven years, ie documentation must be retained until **31 March 2026**. All documentation retained shall be in original format.

## **5. Peace IV Funding, 2017-2021**

Programme Title: Transformative Education for Positive Relationships

Reference Number: PIV4056

Managed By: Special European Union Programmes Body

All documentation related to the administration of the Programme including but not limited to support documents regarding expenditure and audit must be retained and kept available for a period of three years after the year of the submission of the final claim, ie documentation must be retained until **31 December 2024**.

Documentation shall be retained in accordance with (EU) 1303/2013 Article 140. Documents are to be kept either in the form of originals, or certified true copies of the originals.

Documentation will be returned to the Managing Authority in the event of dissolution / wind-up of the Company. The Company Secretary / Deputy Director – Corporate Affairs will hold responsibility for ensuring that this happens.

## **6. Education Authority Funding**

The Organisation shall maintain current and accurate records of all personnel who are engaged by the Organisation in the provision of the Services. These records shall be retained for at least 1 year after the termination of Funding Agreements.

*The Deputy Director – Corporate Affairs will hold responsibility for documentation retention and documents will be retained within Youth Link's filing systems at its Training & Resource Centre, Farset Enterprise Park, 638 Springfield Road, Belfast BT12 7DY.*