

Young Ambassador Privacy Notice



The MY Trust is committed to protecting your privacy when you use our services. Your Lead worker, should have made you aware of our organisational Privacy Notice, if not it is available to view here www.themytrust.org/privacy-policy

These further points are specific to young people that Supporting the Young Ambassador project in Hastings, East Sussex. The MY Trust works on behalf of Hastings Opportunities Area to support their ambition to improve opportunities for young people in the Hastings area. MYTrust uses a Client Caseload Information System to store your personal information, this helps us keep your information secure.

The MY Trust will only hold personal information about you that enables MY Trust to support you through your time as a Young Ambassador or if we feel you are being harmed or are at risk of harm. This is so we can ensure you get the best possible help you need and we can check to make sure this help has been given. This information will be stored on the MY Trust database the law says we must store this for at least 6 years.

The lawful basis for processing this information under GDPR has been identified as: 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The person that offered you to join Young Ambassadors should have already given the following information, with your consent, that we have stored temporarily, or it has been recorded directly on the Client Caseload Information System:

- Name
- Date of Birth
- Address
- Phone Numbers
- Email Address
- If you have any additional needs
- Other agencies and support you may be receiving
- Any information about you we may need to support you safely
- What school/college/establishment you currently attend and where you attended in the past.
- If you are not in education, whether you are employed or unemployed currently

Our Young Ambassador Leader may contact you by telephone, email or by social media as a form of communication. You can tell the leader at the time that you don't wish to be contacted again in the future or contact us on the details below. If we talk to you via social media, we may keep the conversation brief as we do not wish you to share any sensitive information in this manner.

We may temporarily hold personal information about you electronically or on paper. This is held securely either on Microsoft 365 Cloud Server or filed safely and securely so it is inaccessible by non MY Trust staff. This information will be input onto the Client Caseload Information System within a week of receiving. All paper and electronic documents will then be destroyed, so everything is kept securely in one place.

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We would only share confidential information about you with 3rd parties with your consent. If you do not wish for us to do this please let us know.

If you have any questions or you change your mind about the information we hold about you please tell your adviser, email yourprivacy@themytrust.org or ring 01634 959090.