

Privacy Notice for Children and Young Persons (Dartford Youth Council activities)

The United Nations Convention on the Rights of a Child (ratified by the UK in 1991), has been implemented through UK legislation and policy initiatives. Young people, under the age of 18 have the right to formally express their opinions and for those opinions to be taken seriously. It places a responsibility on us to consult young people about the things that will affect them. This is done through establishing youth based groups such as youth councils.

We support the [Dartford Youth Council](#) by arranging its monthly meetings and other activities which may include visits to the battlefields around Ypres, carol singing in care homes and supporting the 'stride4life' summer fun day by manning 'beat the goalie' game.

We collect and use information that may identify you - at its simplest, this includes:

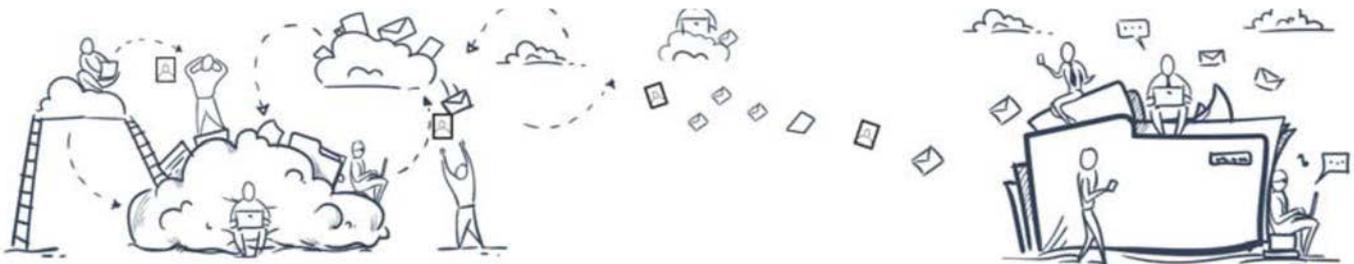
- name
- address
- date of birth
- next of kin – this will usually be your parents or guardians
- your general practitioner (GP)
- photographs
- recordings

It is important for us to have a complete picture of you, as this will assist our staff to meet your needs. We may also collect and hold some 'sensitive' personal information which could include your medical conditions, disabilities (including learning difficulties), religion and/or dietary requirements. We have a Data Protection Policy that sets out how this information will be handled.

What is the legal stuff...? We rely on your parent or guardian's consent to collect and hold information about you.

What do we do with the information about you? - your personal information is used to contact you about monthly meetings and activities we arrange from time to time.

Who do we share your information with and why? – we must protect your personal information, inform your parents or guardians of how your personal information will be used and allow them to decide if and how your information can be shared. Personal information you provide to us in confidence will only be used for the purposes explained to you and to which your parents or guardians have consented, unless, there are exceptional circumstances such as if you are taken ill, we may need to share your information with a hospital, GP and/or the ambulance service.



How long do we keep your information for? - we keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for a period of three months from the date you stop being a member of the Dartford Youth Council. All information will be held securely and disposed of confidentially.

What are your rights? – the personal information we hold about you does not belong to anyone else, such as your parent or guardian. The Data Protection Act 2018 gives you certain rights (explained below). We consider

that if you are 13 years or over you will probably have sufficient understanding to exercise the rights yourself or if it is obvious to us that it is in your best interests. **However, these rights are likely to be exercised by your parent or guardian.**

- you have **a right of access to the information** we hold about you. The way in which you can ask to see your personal information is further explained on our website www.dartford.gov.uk
- you may request that we **correct inaccurate or incomplete information** recorded by us, but we may refuse to do so, in certain circumstances
- you may **withdraw consent** at any time to us using your personal information for example where we have consent to publish your photograph in one of our publications.

Whom do you contact with questions? - if you want to ask us a question, then drop us a line. You can write to our Projects & Events Officer – ‘Elaine’ at Civic Centre, Home Gardens, Dartford, Kent DA1 1DR or email her at elaine.henson@dartford.gov.uk However, we think it would be best if you discussed this with your parent or guardian first.

There are staff in our organisation that can provide support and assistance to answer any personal information queries. The person responsible for ‘data protection’ is Marie Kelly-Stone. You can write to her at Civic Centre, Home Gardens, Dartford, Kent DA1 1DR or email her at dataprotection@dartford.gov.uk As above, we think it best if you discussed this with your parent or guardian first.

The organisation that oversees the law on data protection is the Information Commissioner’s Office. If you want more information on what they do – please go to their website <https://ico.org.uk/>