NI Youth Forum – Privacy Notice for Young People

We care about your privacy and want you to know how we use and protect your information. This is a youth-friendly privacy notice aimed, to view the summary version or the full privacy notice, please visit www.niyf.org/privacy.

What Information Do We Collect?

We only ask for the information we need, such as:

- Your name, age, and contact details.
- Parent/guardian or emergency contact details.
- Records of events and activities you've joined in.
- Photos or videos from our programmes (if you agree).
- Information to help keep you safe, like health or accessibility needs.

Some of this is more private, like health or accessibility information. We only ask for this when it's really needed to keep you safe and help you take part.

How Do We Collect It?

We get your information when:

- You (or your parent/guardian) fill in a form or sign you up for an activity.
- You contact us by phone, email, or online.
- A school, youth group, or partner organisation gives us details to involve you in a project.

Why Do We Collect It?

We use your information to:

- Run our programmes, projects, and events.
- Make sure everyone is safe.
- Contact you (and your parent/guardian if needed).
- Show our funders the difference our work makes (we usually use statistics that don't name anyone).
- Share photos/videos of our work if you've said yes.

Sometimes we ask your permission (like for photos). Other times we must keep information because the law says so (like safeguarding), or because we need it to run activities safely.

Who Can See Your Information?

- NI Youth Forum staff, volunteers, and trustees who need it to do their job.
- Partner organisations (like schools or youth groups) when we work together.
- Funders and regulators (but usually only in anonymised form).
- Safeguarding services if we're worried about someone's safety.

What We Don't Do

- We don't sell your data.
- We don't share your information with people you don't know without a good reason.
- We don't keep your data forever.

How Long Do We Keep It?

Different types of records have different time limits. For example:

- Accident records: until you turn 21.
- Photos/videos: until you tell us to stop using them.
- Other information: only as long as needed for the project or as the law requires.

Then we delete or destroy it safely.

How Do We Keep It Safe?

- Paper records are locked away.
- Computer files are password protected and only accessible to the right people.
- Our team is trained on how to look after your data properly.

What Are Your Rights?

You have the right to:

- Ask to see what information we hold about you.
- Tell us to correct information if it's wrong.
- Ask us to delete your information (sometimes we must keep it for legal reasons).
- Change your mind if you gave us permission (for example, to use a photo).

We normally respond within one month. If your request is complicated, we may take up to three months, but we'll let you know if that happens.

Need Help or Have Questions?

You can contact our Data Protection Officer (DPO) if you have any questions about your information:

Email: info@niyf.org

Phone: 028 9033 1990

Post: NI Youth Forum, 68 Berry Street, Belfast, BT1 1FJ

If you're still worried, you can also contact the UK's data regulator, the Information Commissioner's Office (ICO), at www.ico.org.uk/concerns.