This privacy notice is designed to inform you about how we collect, use, share, and protect your personal information during any participation with Youth Service provision within Flintshire. Please read this notice carefully to understand our practices.

What personal information do we collect?

- Full name
- Date of birth
- Gender
- Ethnicity
- Contact Information (address, email, phone number)
- Emergency Contact Information
- Medical Information (allergies, medical conditions, disabilities)

What we do with your personal data and for what purpose?

Your data will be processed by Flintshire County Council as part of our public task for the specific purposes as a local authorities' duty to secure services and activities for young people aged 13 to 19, and those with learning difficulties to age 24, to improve their well-being, as defined in Subsection 13 under Section 507B of the Education Act 1996.

The data that the Youth Service collects is to ensure we can provide the best service to you and protect you whilst participating in our activities. Your information is used for the purposes of:

- Registering you on our client system to record your participation at our sessions.
- Protecting your and others' safety and wellbeing when attending our sessions.
- Communicating and sharing information about other provision that may interest you.
- Complying with legal, regulatory, and reporting requirements.

Special categories of personal data

Your special category data (medical, health and ethnicity) will be processed by Flintshire County Council under Article 9; (g) processing is necessary for reasons of substantial public task, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

When will we destroy or delete your data?

Our service delivers to young people between 11 and 25 years of age. Your information will be deleted 6 years after you last attend/participate in any activity with the service or your 25th birthday whichever is earliest.

Would my data be shared with any other parties?

Your data will only be shared with other services, such as Social Services, North Wales Police, or a health professional if an incident occurs or information is disclosed that may pose a

safeguarding risk to you or another person. This is a Flintshire County Council requirement under the UK Children Act 2004 to improve the safeguarding of children and young people.

Can I have a copy of the information you hold about me?

Yes, you have the right to know what information is held about you and ask for copies. There are a number of ways you can do this; the easiest way is to visit the Council's website and fill in a form

(https://digital.flintshire.gov.uk/EFORMS/Eforms/EForm?service=Individual%20Rights%20Request#crmTab2).

The other ways are send an email to dataprotection@flintshire.gov.uk, call 01352 702800 or write to:

Data Protection Team – Governance
Flintshire County Council
County Hall
Mold
Flintshire
CH7 6NR

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website –

http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx

Who do I complain to if I'm not happy?

If you are not happy with how your personal data has been handled, for example if you think information about you is wrong and you want it correcting or you think it has been misused then you can email dataprotection@flintshire.gov.uk, call 01352 702800 or write to:

Data Protection Team – Governance
Flintshire County Council
County Hall
Mold
Flintshire
CH7 6NR

In the UK, the Information Commissioner's Office uphold information rights and you have the right to complain directly to them if you ae unhappy with how the Council has managed your data. Further information can be found on their website https://ico.o.uk/make-a-complaint/ or by calling their helpline on 0303 123 1113.