



Centre for Young Refugees and Migrants

PRIVACY STATEMENT

2023 VERSION

Aim

To explain what personal data we collect, how we use and store it, and your rights in relation to data processing.

Who are we?

We are Dost Centre for Young Refugees and Migrants and we work with young people who may have experienced many challenges and may have arrived in the UK feeling alone, isolated or lost.

We provide a space where they can feel safe, accepted, and supported in order to grow and develop.

Our work requires us to collect data and we want you to understand why we do this, how we use it, what we do to keep it safe, and your rights about how we process your data. If you have any questions or require further information please contact us at marian@dostcentre.co.uk.

What personal data do we collect?

When you engage with us, we may collect information about you. This can include:

- Contact data: e.g. name, email, phone
- Personal data: date of birth, gender, ethnicity
- Health data and other services engaged with

Certain types of personal information are considered more sensitive by law, including ethnic original and health information. We will only collect this where it is necessary and will make it clear on forms why and which parts are optional.

With your explicit consent, we may also collect sensitive personal information if you choose to tell us about your experiences, for use in research or a case study.

Why do we collect personal data?

We collect data in order to administer, deliver and monitor our service and support to young people, to fundraise and generate funds to support our work, to respond to enquiries, and to meet our contractual and legal obligations.

We have strict safety and safeguarding policies in place which means that in addition to collecting data about our employees and volunteers for the purpose of their role with us, we capture other data in relation to criminal records to assess suitability of potential staff and volunteers.

How we collect personal data?

We collect information directly from the individual (e.g. young person, youth worker, volunteer, current or potential employees) and those with professional or parental/guardian responsibility for a young person.

We may also collect information from third party payment providers such as PayPal.

When information is collected, we will explain what it is for and be clear which elements are optional.

How you can withdraw your consent?

We capture consent for a number of activities – see *How we collect data*. You can withdraw consent by contacting marian@dostcentre.co.uk.

Young people can withdraw their consent at any point by contacting us; however this may impact their ability to fully participate in the programme, due to safety.

How we store and secure data?

Dost takes its responsibility to protect personal data seriously. We ensure that our data is held securely within our main database and on our network. We use a range of tools and technologies to capture, process and store data securely. Only authorised employees have access to data. We have a strict Data Protection Policy and data sharing agreements in place to ensure that appropriate processes, procedures and best practice is in place to protect personal data. Only the data that is necessary to perform the task is accessed and processed.

How we share personal data?

We may share data with the following parties:

- Data is shared with funders to demonstrate the impact of participation in our programmes
- Delivery partners providing activities/programmes for the young people
- HMRC and other organisations for the performance of employee contracts and processing Gift Aid payments
- Social Services, emergency services, the Health and Safety executive, local authorities and the police in the event of an emergency or in the event of a safeguarding issue (e.g. there is a risk to the safety of a young person or any other party) or to law enforcement agencies for the prevention and detection of crime
- Where we have a legal or regulatory obligation we will share data/information with the police, law enforcement agencies, the Government and statutory agencies or any other necessary parties
- The Disclosure and Barring Service (DBS) for the purposes of verifying suitability of those working with children and young people.

How long do we keep personal data?

Dost will only store your data for as long as necessary and in line with the original purpose(s) that it was collected. We collect, store and process personal data in line with our Data Protection Policy and we will comply with its legal obligations to keep certain data for a period of time (e.g. Gift Aid declarations and financial transactions).