

Youth for Christ
Northern Ireland

Privacy Policy

PRIVACY POLICY

INTRODUCTION TO YFCNI

Youth for Christ Northern Ireland was established in 1947, and is part of the world-wide family of YFC which operates in over 133 countries and has over 27,000 staff and volunteers working around the world. It's vision is to "impact an unreached generation of young people for Jesus, working with local churches, partners and the community; to see young people across Northern Ireland experience, share and be transformed by the love of God, and reach their full potential; physically, emotionally, educationally and spiritually". We are registered with The Charity Commission Northern Ireland (Charity Number NIC106072) and are registered as a company in Northern Ireland (Company Number NI046276).



OUR COMMITMENT TO PRIVACY

Your privacy is important to us at Youth for Christ Northern Ireland. Whether you are a supporter, a volunteer, employee, donor, or one of the young people who participate in our programmes, we are committed to protecting your privacy. To do this we provide this policy explaining our practices for protecting your information and the choices you can make about the way your information is collected and used by YFCNI.

This policy explains how we collect and use the personal information you provide to us, whether this is online, in person or via phone, mobile, email, letter, sign up sheets, or any other correspondence in verbal or printed form.

If you use any of our services, or provide us with any personal information, we will bring this policy to your attention so that you are fully aware of how your information will be used and disclosed.

OUR PRIVACY POLICY IN BRIEF

It's important that you read the full policy to understand what information we hold, how we may use it, and what your rights are - but if you don't have time to read it all now, here's a quick summary:

- We collect information that is personal data. Personal data is information that can be used to help identify an individual, such as name, address, phone number, email address, forms of identification like a passport, photos, videos and medical details.
- We collect information about anyone who engages with Youth for Christ Northern Ireland. This could be supporters, newsletter or prayer email subscribers, donors, volunteers, freelance youth workers or facilitators, church contacts, employees, board members, trustees, young people, and any one else who participates in our programmes or events.
- We collect this information to fulfil the purpose of Youth for Christ Northern Ireland, whether that be to fulfil our legal obligations regards child protection, to keep our supporters and donors informed of the work of YFC, to communicate with our staff and volunteers, to fundraise for and promote our work, to resource our activities and fulfil our charitable objectives, and/or to fulfil our administration and legal obligations, including those relating to employees and financial donors. This information may also be used for the prevention or detection of crime.
- We only collect and use the information that we need or that you agree we can collect.
- We endeavour to make it as easy as possible for you to update your information, withdraw your consent, and access your information.
- We are careful with your information and work hard to make sure it is held securely (for more information see our [security](#) section).
- We never sell your data and we will never share it with another company or charity for their own purposes.
- We only share data where there is a legal obligation to do so.
- Where we use other organisations to provide a service (such as Mailchimp or google), they have been selected carefully to ensure they also treat your data securely, and they will only use your data as instructed by us (for more information see our [Third parties](#) section).
- We only keep your information for as long as we consider it necessary and reasonable. Our data retention policy takes into account our legal obligations, insurance recommendations, and accounting and tax consideration.

This policy applies to all the websites YFCNI and its affiliated centres operate, our use of emails and postal mailings for marketing purposes, and any other methods we use for col-

lecting information. It covers what we collect and why, what we do with the information, what we won't do with the information, and what rights you have.

For further information about our privacy policy and data protection, or to update your information or ask us to stop contacting you at any time, please use any of the following:

Email: data@yfcni.org
Tel: 02890667980
Address: The Data Protection Team, Youth for Christ NI, 147 Albertbridge Road, Belfast, BT5 4PS

These are the key points of the privacy policy. You will now find the policy in full below. For more detailed information, please refer to the specific sections outlined below, there are also a number of sections which highlight in more detail what data we hold on different people and what we do with it.

WHAT INFORMATION DO WE COLLECT?

Youth for Christ collects personal data of supporters, donors, employees, volunteers, prayer partners, board members/ trustees, youth work facilitators, church/ community/ school contacts, young people and parents. We only ever collect the information we need - including information to help improve our services – or which you have agreed we can collect.

Personal data is any information that can be used to identify you. The information includes: your name, address, e-mail address, telephone/ mobile number, bank account details (and whether you are a taxpayer so that we can claim Gift Aid on any donations you may make) in the case of donors, your interest in specific types of programmes and/or services and in the case of young people, employees and volunteers - photos, videos and social media contact information. We also collect sensitive or special category data in relation to young people, employees and volunteers. These can include medical details, dietary requirements and faith journey stories from employees and volunteers, which may include religious affiliation.

WHERE DO WE COLLECT IT FROM?

Information that you give us directly

We collect this information in a number of ways, depending on the information we require.

This includes:

- Annual consent forms/ activity consent forms for young people.
- Standing order form/ gift aid form (for donors)
- Through our website
- Through printed connect forms or when you telephone our office/ centres to make a donation, register for an event or to be put on our mailing list.
- When you attend an event, which requires a sign in.
- When you sign up for e-news or an event through our social media sites.
- When you complete a feedback form.
- When you make direct contact via an YFC staff or board member.

Please note: You don't have to disclose any of this information to browse our websites or social media sites.

Information that you give us indirectly

Your information may be shared with us by fundraising sites like MyDonate or JustGiving. These independent third parties will only do so when you have indicated that you wish to support Youth for Christ Northern Ireland, and with your consent. You should check their privacy policy when you provide your information to understand fully how they will process your data.

Information that we collect from your use of our websites

Website usage information is collected using cookies. This helps us to see how many people use our websites, how many people visit on a regular basis, and how popular individual pages are. Cookies are also essential to our websites running correctly and delivering goods and services to users. For more information, please see our cookies policy.

Information from third parties

We may receive information about you from third parties, for example from a friend who wants to invite you into an YFC event or activity, or make a donation in your name.

We may receive updated delivery and address information from our delivery agents so that we can correct our records and deliver your next communication more easily. If we receive information about you from third parties, we will provide you with details of whom we received it from as soon as possible thereafter.

Information from public sources

We may combine information you provide to us with information available from public sources or records in order to gain a better understanding of our supporters/ donors and those who engage with us. This helps us to improve our fundraising methods, resources and programmes. Such information may be found in places such as Companies House and information that has been published online and in print.

Sensitive/special categories of data

Data Protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal data or special categories of data and covers health information, race and ethnicity, religious or philosophical beliefs and political opinions amongst other things. We do not collect sensitive personal information about you unless there is a clear reason for doing so, such as involvement in an event where we need this information to ensure safeguarding, because of legal requirements regards employees, to facilitate the recruitment of volunteers, to carry out appropriate checks on employees and volunteers, or to care for our young people. For some events we will collect health information so that leaders at our events have the relevant information to care for our young people. When we collect this information, we will make it clear to you what we are collecting and why and what are our legitimate interests or other legal grounds for processing this information.

Under 18s/under 13s

If you are under the age of 18 and would like to participate in a YFC programme or event or even make a donation or get involved with us, please make sure that you have your parent or guardian's permission before giving us your personal information. When we collect information about a child or young person, we will make it clear why we are collecting this information and how it will be used.

Children from 13 upwards may give their own consent in relation to any online services that we may offer.

HOW DO WE USE PERSONAL DATA?

We may use the personal data that you provide in the following ways:

- to process and send you any information you have requested from Youth for Christ
- to process any donation(s) we may receive from you, to claim Gift Aid on these donations and to update you on how your donations are being used

- to set up direct debits, standing orders and one-off donations
- to process and record each young person's involvement with our programmes
- to keep our young people informed about our activities
- to safeguard our young people
- to provide you with support and advice if you are a volunteer
- to provide you with information that you have requested about our work or our activities
- to provide you with information about our events, or programmes or areas that you have enquired about and to which you have not objected to receiving
- to communicate with supporters and donors
- to communicate with young people and parents or guardians
- to record the contact that we have with you
- to provide you with information about Youth for Christ and how you can support our work as a charity (where you have consented to receiving this information as applicable)
- to invite you to participate in surveys or research for administration purposes, e.g. we may contact you about a donation you have made or event you have expressed an interest in or registered for
- for internal record keeping, such as the management of feedback or complaints
- to notify you about changes to our services
- to analyse and improve the services we offer
- to analyse the use of our websites and ensure their content is presented in the most effective manner for you and your device (see also our cookies policy)
- to further our legitimate charitable aims such as sending you information about how donations are being used or sending you an annual report
- to promote the work of YFCNI through our various websites, social media sites, printed material, public presentations and fundraising events.

You can choose at any time which marketing materials you want to receive from Youth for Christ NI, and in which format.

If there is something you would prefer not to receive, please get in contact in any of the following ways:

Email: data@yfcni.org

Tel: 02890667980

Address: The Data Protection Team, Youth for Christ NI, 147 Albertbridge Road, Belfast, BT5 4PS

Links to other websites

Our website contains links to other websites belonging to third parties and we sometimes choose to participate in social networking websites including, but not limited to, YouTube, Vimeo, Facebook, Twitter, Pinterest and Instagram. We may also include content from websites such as these on our website. However, we do not have any control over the privacy practices of these other websites. You should make sure when you leave our website that you have read and understood the other website's privacy policy in addition to our own.

Do we sell or share personal information?

We never sell or share your personal information with other organisations to use for their own purposes.

However, if we run an event in collaboration with another named organisation, your details may need to be shared with them, and those who provide services to help us deliver the event. We will make it clear what will happen to your data when you register.

Working with Third parties

At times we may use third parties like mailchimp, facebook, instagram, twitter and at times local postal companies to help with communication to our supporters, volunteer and young people. We will always ensure that their privacy policy is robust and meets GDPR guidelines before we use their services. You can check out their various privacy policies at the following sites.

Mailchimp Privacy Policy <https://mailchimp.com/legal/privacy>

Twitter Privacy Policy <https://twitter.com/en/privacy#update>

Instagram Privacy policy https://help.instagram.com/519522125107875?helpref=page_content

Facebook Privacy Policy <https://www.facebook.com/about/privacy/update>

We also use Google G-Suite as our server for all YFC storage and processing. Google is signed up to the EU-US and Swiss-US Privacy Shield frameworks, which ensures they are GDPR compliant and meet our data protection requirements (follow the link for more details <https://support.google.com/analytics/answer/7105316?hl=en>).

For more information on Google's full Privacy Policy please refer to <https://policies.google.com/privacy>

Sensitive/special categories of data

If you provide us with sensitive/special categories of personal data including, but not limited to, your racial or ethnic origin, political opinions, religious or philosophical beliefs or your physical or mental health, we will only use this for the specific purpose for which you gave permission and where it is within our legitimate interests to process or where we have other legal grounds to do so.

WHAT IS OUR LEGAL BASIS FOR PROCESSING DATA?

We rely on a variety of legal bases for processing data depending on the purpose of the activity being undertaken.

We use a consent basis for processing data relating to our volunteers, young people and parents and/or guardians. This includes making use of photos and videos for publicity purposes.

We use a contractual basis for processing our employee details or any details we hold on other youth work facilitators.

We rely on legitimate interests for a variety of purposes. Legitimate interest is about balancing the interests of Youth for Christ against your rights and freedoms, and having due regard to your reasonable expectations about the use of your data.

These purposes include:

- mailing you information about related resources and events that you might be interested in, given your previous interest
- mailing other information about Youth for Christ such as our annual Report
- thanking (either by mail or telephone) those of you who have made a financial gift
- research activity to better tailor any financial requests we make of you so that they reflect your specific interests in Youth for Christ's mission and are at an appropriate financial level
- to communicate with you in relation to your role as a church leader, youth worker, teacher or community representative.

We also rely on a legitimate interests basis to mail information to you regards the fundraising needs of the charity and to ask for your support, given your long standing engagement

with Youth for Christ as a prayer partner, financial supporter or volunteer, or if you have been engaged with any of our events and programmes, and give consent at these events for us to send this information to you in particular formats. For example, we will not send fundraising information or requests to you by email or other electronic means or via automated telephone calls where you have not opted in to these formats beforehand. You can let us know at any time if you would prefer not to receive these communications.

We use your consent for all the email newsletters, prayer emails, or fundraising emails delivered by any of the activities and programmes run by Youth for Christ. Every email newsletter you receive provides a clear opportunity for you to opt out of/unsubscribe from future email newsletters.

We use compliance with a legal obligation as the basis for processing any legally required activities such as Gift Aid returns to HMRC, and ACCESS NI checks on volunteers and employees.

WHO HAS ACCESS TO YOUR PERSONAL INFORMATION FOR PROCESSING DATA AND HOW DO WE KEEP IT SAFE?

We maintain a high level of security in relation to the collection, storage and disclosure of your information. This is very important to us and we take all necessary steps to ensure that any information we hold about you is safe.

Storing your information

We place great importance on the security of all personal data associated with our subscribers, supporters and customers.

Information is stored by BRF on secure servers at our offices, on-site and in the Cloud. We may also store information in paper files.

We have security measures in place to attempt to protect against the loss, misuse and alteration of personal data under our control. For example, only authorised personnel are able to access personal information, we ensure access to information is password protected or secured via locked filing cabinets and we encrypt financial information you input before it is sent to us.

While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

Any sensitive or special categories of data you may provide to us are only shared on an absolute need to know basis, and are deleted after each relevant event unless we need to keep that information for a longer period e.g. for safeguarding reasons.

We enforce strict procedures and security features to protect your information and prevent unauthorised access, although we cannot completely guarantee the security of any information you transmit to us.

Where you or we have provided a password enabling you to access parts of our websites or use our services, it is your responsibility to keep this password confidential. Please don't share your password with anyone. If you think anyone else has gained access to your password, please let us know as soon as possible.

Transferring your information outside of Europe

Although most of the information we store and process stays within the UK, at times we may transfer some information to countries outside the European Economic Area (EEA), mainly our parent body in the YFC International based in the USA.

This also may occur if, for example we use a cloud IT platform where data is dispersed between a number of different servers. These countries may not have similar data protection laws to the UK. However, we will ensure that your privacy continues to be protected as outlined in this privacy policy and in accordance with our legal obligations under applicable data protection legislation. (See also Working with Third Party's)

By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

If you have engaged with us from outside the EEA, your information may also be processed by volunteers operating outside the EEA, for example if you engage with one of our YFC programmes from a country outside the EEA and we pass your details to a national coordinator to provide you with advice and support.

Sharing your information

BRF does not sell or share any information about you to other organisations.

BRF may disclose your personal information only in the following circumstances:

- To third parties who provide a service to us and are our data processors. We employ other companies and individuals to perform functions on our behalf. Examples include sending postal mail and email, removing repetitive information from customer lists, and providing customer service. These data processors have access to personal information needed to perform their functions, but may not use it for other purposes. We require these third parties to comply strictly with our instructions and data protection laws and will make sure that appropriate controls are in place.
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies), or in order to enforce or apply our rights (including in relation to our website or other applicable terms and conditions) or to protect Youth for Christ (for example in cases of suspected fraud or defamation).

HOW LONG DO WE KEEP YOUR DATA FOR?

We will hold your personal information on our systems for as long as is needed to fulfil the function for which we hold the data or as long as is required by law for the relevant activity. For example, HMRC requires us to keep a record of donations, Gift Aid and financial transactions for seven years.

If you request that we stop sending you marketing or fundraising information, we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

- We will keep any details of employees as per our Employee Data Protection Policy (See staff handbook for more details).
- We will hold volunteer information for one year after they have stopped volunteering and archive any relevant information regards period too volunteer service.
- We will keep any young people's information up the age of 21 and archive any essential details after that period.

Where your information is no longer required we will ensure that it is disposed of in a secure manner. Information will only be kept as long as is necessary for the purposes for which you provided it or we obtained it and will be minimised to ensure we only keep what is necessary.

WHAT ARE YOUR RIGHTS?

We'd like to keep all who engage with BRF up to date with our progress. So, to update you on what we're doing and ask whether you are able to support us, we'd like to keep in touch with you (by post, phone, email, text and other electronic means) about our progress and how you can continue to help us in this important mission.

We will not use your information for marketing or fundraising purposes if you have asked us not to or we do not have your permission to use it for these purposes. (In certain circumstances we must obtain your permission before we contact you for marketing or fundraising purposes.) However, we will retain your basic details on a suppression list to help ensure that we do not continue to contact you.

If you are registered to receive one of our email newsletters, every email communication provides a clear opportunity for you to opt out of/unsubscribe from future email communications.

The Data Protection Act and the upcoming General Data Protection Regulation give you certain rights over your data and how we use it. You have the right to:

- request a copy of the information we hold about you and details of what we do with that information (known as a subject access request)
- update or amend the information we hold about you if it is wrong
- change your communication preferences at any time
- withdraw your consent to use of your personal information where we are relying on consent as the legal ground for processing it
- ask us to remove your personal information from our records
- ask us to restrict the processing of your personal information
- obtain a portable copy of certain personal information where this is processed automatically
- object to the processing of your information for marketing purposes
- raise a concern or complaint about the way in which your information is being used
- ask us to explain any automated processing we carry out and the impact of this on you

If you wish to exercise any of these rights, please contact our Data Protection team in any of the following ways:

Email: data@yfcni.org

Tel: 02890667980

Address: The Data Protection Team, Youth for Christ NI, 147 Albertbridge Road,
Belfast, BT5 4PS

If we are not sure who you are, we may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

COMPLAINTS, COMPLIMENTS AND COMMENTS

If you are unhappy with our work or something that we have done or failed to do, we want to know about it. We also welcome your views on what we do well. Your comments enable us as an organisation to learn and continuously improve our services. You can get in touch with us here (<http://www.yfcni.org/>).

If you wish to raise a data protection concern or complaint with a supervisory body, you can address a complaint to the Information Commissioner's Office. For more information, visit www.ico.org.uk (<http://www.ico.org.uk>).

CHANGES TO THE POLICY

We keep this policy under regular review. If we make any significant changes in the way we treat your personal information, we will make this clear on our websites or by contacting you directly. Details of the sections of the policy that have been changed will be noted here.

You do not have to agree to any changes if these are not compatible with the initial purposes for which you provided or we collected your data.

YOUNG PEOPLE AND PRIVACY

What information do we collect? Where do we collect it from?

We will only ever collect the information we need - this includes information to help us to safeguard you as a young person, as well as information which you and/or your parent or guardian agree we can collect. This will include your name, date of birth, age, address, medical and dietary details, email and/or telephone/ mobile number (depending on what you and your parents agree), and social media addresses (again as agreed by your parents) - so we can share information about our programmes.

We will also ask your parent/ guardian to provide us with an emergency contact name, and phone number, in case we need to contact them while you are in our care. We will also seek permission from you and your parent/ guardian to take photos/ videos of you during our programmes, which will be used for YFC publicity* both at the local YFC centre or programme you are connected with, and with Youth for Christ NI.

This information will be collected through either an ANNUAL CONSENT FORM or a specific ACTIVITY CONSENT FORM. It may also be updated by an email or phone call from your parent or guardian.

Where we are running a one off public event for young people and we are taking close up photos or videos, we will ask for your consent directly if you are over 13.

*YFC publicity includes use of videos and photos on YFC websites, social media sites, printed material, powerpoint presentations and events. If we share anything specifically about you and your story, we will always ask you and your parents permission (if under 18).