

In Your Corner Privacy policy

In Your Corner (IYC) is a Registered Company (England and Wales) No. 11178115

IYC is committed to being transparent about how it collects and uses data and to meeting its data protection obligations.

How do we collect information from you?

IYC obtains information from you in the following ways:

- If you apply to take part in an IYC project, your parent/carer applies, or if you are referred by a third-party service (e.g. school, children's services, CAMHS)
- If you provide us with funding or other support
- If you register for any of our communications via our website or contact us forms
- If you purchase Sweat&Reset classes from us
- If you apply for a job or to volunteer with us
- If you're employed or contracted by us

What information does IYC collect?

IYC collects and processes a range of information about you depending on your involvement with the organisation. This includes, but is not limited to:

- Your name and contact details, including email address and telephone number
- For young people referred into projects, we collect personal information (e.g. ethnicity, age, gender, what school you go to, what services you are involved with), health information including about your emotional wellbeing, whether you have any additional needs, and background information about you.
- Testimonials and case studies about your experience with us
- Photographs and videos from projects and events
- Payment details for the purposes of taking payment and invoicing
- Contact information you submit via our contact form on our websites
- Invoices if you are a third-party contractor providing services to us for the purpose of making payment to you.

How is your information used?

We need to know basic personal data to deliver our range of services, and to provide any other relevant updates related to the organisation.

We collect data from young people taking part in IYC projects, so that we can understand you, provide you with a service that best meets your needs and keeps you safe. This information is essential for us to provide a high-quality service to you.

We might use your information to:

- Contribute to impact reports for local stakeholders and funders about our work
- Share with partners who work with us to produce impact and evaluation data
- Ask you for a case study or testimonial about your experience of taking part in an IYC group or working with us
- send details of upcoming volunteering or work opportunities for IYC

- send information related to Sweat&Reset as a service you have purchased
- send you details about any future initiatives and opportunities that may be of interest to you
- process your donations or other payments and verify any financial transactions
- complete payment of an invoice for your services to us
- contact you if you have submitted a contact form via our website
- to advertise and promote IYC's projects

We will use your personal information for our own marketing purposes unless you have indicated that you do not wish to be contacted. You can opt out of receiving any marketing materials at any time by contacting us at info@inyourcorner.uk

For how long do we keep data?

We will hold your personal data on our systems for as long as it is required to continue with our work with you, provide service to you, complete fundraising events, fulfil our obligations or contract with you, or until you inform us you no longer wish to be contacted by IYC.

As IYC is a clinical service, we have a professional duty to retain clinical records of contact and intervention with young people accessing our emotional wellbeing projects for a period of time after we complete working with them.

Who has access to data?

Your information may be shared internally with relevant staff and IYC's Board. We work with other organisations who fund us, or partner with us to run projects or classes, and sometimes it's necessary for us to share your information with them so that these organisations can help us to run effective projects, or we can tell them about our impact. Some trusted third parties have access to your information in order to carry out work for us, for example helping us to analyse our data or helping us to organise fundraising events. We ensure any data they have access to is on a need-to-know basis and is secure and confidential. We will never share your data with any third parties for marketing purposes.

How does IYC protect your data?

We take appropriate measures to ensure that the information we receive is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

In particular, all sensitive information for young people taking part in projects is anonymised before analysing it (e.g. we remove all personal information that could identify a young person). We also change details on any young person case studies so that individual young people are not identifiable.

We seek consent from young people, parents/carers, and customers to process their data and for using photos and videos.

All access to our internal shared drives is restricted only to authorised staff and we have internal policies and security controls in place to try to ensure that your data is secure.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures in keeping with our processes to ensure the security of data and in keeping with the IYC Data Security Policy.

Your rights

You can opt-out of communications from us by either clicking the unsubscribe link in an email we've sent you or by sending your request to info@inyourcorner.uk and use the title "Data request".

You have a number of rights in relation to your personal data. You can:

- access and obtain a copy of your data on request (“subject access request”)
- require IYC to change incorrect or incomplete data
- request IYC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where IYC is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact Dr Kathy Adcock, CEO, IYC by email info@inyourcorner.uk or [contact us](#)

If you are a young person and you tell us you don't want your information to be used anymore (e.g. withdraw your consent for data processing), you won't be able to participate in any of our projects. This is because we need to hold some information about you for you to participate in our projects.

If you believe that IYC has not complied with your data protection rights, you can contact the Information Commissioner's Office www.ico.org.uk

Contact us

If you need to contact us about your data, please do so by emailing info@inyourcorner.uk