

# **DATA PROTECTION POLICY**

## **CHILDREN & YOUNG PEOPLE**



This privacy policy specifically relates to children and young people in relation to what information we hold, how we may use it, and what your rights are.

We will not collect data from any young person aged under 13 without parental consent. Please refer to our main data privacy policy for details.

### **Young people aged over 13**

If you are aged over 13, you can give us permission to collect and use some personal information.

This personal information might be name, address, phone number, email address.

- We would use this information to contact you about other youth events or to arrange to connect you with a church or youth leader. We will ask for your permission to collect this information.
- We do our best to keep personal information secure wherever we collect personal data online.
- 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 we are required by law or with carefully selected service providers who carry out work for us. We recognise the importance of ensuring that all our service providers treat your data as carefully as we would, use it only as instructed, and allow us to check that they do this.

### **What happens if I change my mind?**

At any stage you can choose at any time to stop receiving materials or to amend those which you receive. Please email [info@crownjesus.org](mailto:info@crownjesus.org) or telephone 028 9073 8338

### **Do we sell or share personal information?**

No – we will not sell or share your personal information with other organisations to use for their own purposes.

However, when we run events in collaboration with another named organisation, your details may need to be shared with them in order to help us deliver the event.

### **Who has access to your personal information?**

We take the necessary steps to ensure that information held about you is stored securely and only accessed by those who are processing the data. Our data security is reviewed on a regular basis.

## **How long do we keep your data for?**

We will hold your data for as long as is needed for the purpose you agreed to.

If you request that we stop sending you event information, we will keep a record of your contact details and appropriate information to enable us to comply with your request.

Information that is no longer required will be disposed of in a secure manner.

## **What are your rights?**

The Data Protection Act and General Data Protection Regulations 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

Any of the above can be done by contacting [info@crownjesus.org](mailto:info@crownjesus.org). We may ask for reasonable proof of your identity before providing you with information or carrying out any of the above actions.

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).