

M13 YOUTH PROJECT Data Protection Policy Reviewed May 2024

The Data Protection Act 2018 (c.12)¹ ("The Act") (which includes the General Data Protection Regulation "GDPR") is designed to protect the rights and privacy of individuals and to ensure that data about them is processed using the appropriate lawful basis and in appropriate ways.

M13 Youth Project ("M13") takes seriously its obligations under the Act and the purpose of this policy is to enable M13 to comply with the law in relation to data it holds about individuals.

1 Scope of the policy

The Act applies to **personal data**, meaning any information relating to an identified or identifiable natural person ("data subject"); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person. It also applies to sensitive personal data, meaning personal data, revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership; data concerning health or sex life and sexual orientation; genetic data or biometric data. The Act applies to both automated personal data and to manual filing systems where personal data is accessible.

M13 collects the following personal data every year including:

- Staff records ("staff" includes paid employees, workers and volunteers);
- Names, addresses, dates of birth, gender, ethnicity, religion, medical information, parental and second/emergency contact information, photographs of and recordings of meetings with young people with whom we work; and
- Names and addresses of supporters and members.

2 Responsibilities and Confidentiality

- 2.1 The Trustees of M13 recognise their responsibility in ensuring that M13 complies with its legal obligations. M13 is the Data Controller under the Act. The Manager of M13, Helen Gatenby, has overall responsibility for this policy.
- 2.2 All staff are required to read and accept this policy and are responsible for ensuring their compliance with this Policy. Significant breaches of this policy will be dealt with under M13's disciplinary procedures. Misuse of personal data is a disciplinary offence and may even constitute a criminal offence.
- 2.3 In addition to this policy, all staff should refer to the *M13 Youth Project Ethical Guidelines on Collection and Handling of Young People's Data*.

¹ The Data Protection Act 2018, http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf
date accessed 16 May 2018

- 2.4 When working for M13, staff will often need to have access to personal data which may include, for example, personal information about young people, supporters or those involved in activities organised by M13; information about the internal business of M13; and personal information about colleagues working for M13.
- 2.5 M13 is committed to keeping this information confidential, in order to protect the individuals concerned and M13 itself. "Confidential" means that all access to such information must be on a need to know and properly authorised basis. Staff must only use the information they have been authorised to use and for the purposes that have been authorised. Staff should also be aware that under the Act and GDPR, unauthorised access to data about individuals is a criminal offence.
- 2.6 Staff must be particularly careful not to disclose information to unauthorised people or cause a breach of security. In particular they must not compromise or seek to evade security measures (including computer passwords), not talk about confidential information with people outside M13 and not disclose information, especially over the telephone, unless they are sure that they know to whom they are disclosing it and that the person to whom they are disclosing information is authorised to have it. If staff are in any doubt about whether to disclose information or not, they should withhold the information while they check with the M13 Manager.
- 2.7 Staff's confidentiality obligations continue to apply indefinitely after they have stopped working for M13.

3 Staff Data

- 3.1 Various data is held on staff relating to their employment/volunteering with M13. This will cover all aspects of recruitment, selection and employment such as the job / volunteer application form, interview assessments, references, probationary and annual reviews and supervisions, bank details and national insurance number, details of any deductions from pay, sick notes and medical assessments, details of grievance and disciplinary proceedings, reference requests etc. Much of this data is, by its nature, highly personal and M13 recognises its duty to safeguard the data by appropriate means, and to notify staff about what is kept and why, along with information on how the data can be accessed and by whom.
- 3.2 The data kept on staff is exclusively in relation to their employment/volunteering with M13; no unrelated data will be kept. The data that is kept will be used for the purpose of administering and managing their work with the project.
- 3.3 Most personal data is kept in individual personnel files in the M13 office and these are locked. Other data (e.g. bank details, NI number, payroll details) is kept by the Administrator in computer files that are password protected. Payslips and paperwork relating to employees are kept in a file in a locked filing cabinet in the office.
- 3.4 All staff contracts/working agreements include information on data protection, and make clear that by signing the contract/agreements, staff give consent for M13 to keep the data outlined above and to use it in the ways outlined above. Access to staff data is restricted to Management at the appropriate level and to administrative staff for any issues specifically relating to pay, file maintenance, employment correspondence and the like. Staff are entitled

to see their own personnel files. To do so, they should arrange a mutually convenient time with the Manager.

- 3.5 Data relating to staff will be kept for 7 years following the termination of their employment with M13.

4 Young People's Data

- 4.1 M13 recognises its duty to safeguard the data it holds on young people. To this end at regular intervals M13 conducts an audit of data held, disposes of outdated information and arranges secure storage systems for current data including locked and password protected storage and locked archive facilities.

- 4.2 All staff should refer to the *M13 Youth Project Ethical Guidelines on Collection and Handling of Young People's Data (appended at the end of this document)* for information on the collection, storage and use of young person's data.

5 Members' and Supporters' Data

- 5.1 M13 recognises its duty to safeguard the data it holds on its members and supporters. To this end at regular intervals M13 conducts an audit of data held, disposes of outdated information and arranges secure storage systems for current data including locked/ password protected storage and locked archive facilities. In addition, members and supporters are informed that their personal data will be held by M13 for the purpose only of corresponding with them.

6 People's Request to Access their Data (Subject Access Request)

- 6.1 Any M13 staff member, young person with whom M13 works or M13 supporter is entitled to know what data is kept on her/him, why, how it is kept, and who can access it. They may see what data is kept on them and correct it if necessary.

- 6.2 Any requests for access to data should be made in writing to the M13 Manager. All staff and volunteers are required to pass on anything which might be an access request to the M13 Manager without delay. Where the individual making an access request is not personally known to the M13 Manager, their identity will be verified before any information is released. All requests will be dealt with within one calendar month of receipt, as required under the Act. In response to a valid request, M13 will provide a permanent, intelligible copy of all the personal data relating to the Data Subject held at the time of the request. No charge will be made for access.

- 6.3 Where the person making a Subject Access Request would like support to submit that request in writing, M13 staff shall offer support to enable them to do so.

This policy was adopted by M13 Youth Project Trustees in March 2022 and is reviewed annually in May.

Appendix 1

Confidentiality Statement for Staff and Volunteers

When working for M13 you will often need to have access to confidential information which may include, for example, personal information about young people, supporters or those involved in activities organised by M13; information about the internal business of M13; and personal information about colleagues working for M13.

M13 is committed to keeping this information confidential, in order to protect the individuals concerned and M13 itself. "Confidential" means that all access to such information must be on a need to know and properly authorised basis. You must only use the information you have been authorised to use and for the purposes that have been authorised. You should also be aware that under the Data Protection Act, unauthorised access to data about individuals is a criminal offence.

You must be particularly careful not to disclose information to unauthorised people or cause a breach of security. In particular you must not compromise or seek to evade security measures (including computer passwords), not talk about confidential information with people outside M13 and not disclose information, especially over the telephone, unless you are sure that you know who you are disclosing it to and that they are authorised to have it.

If you are in any doubt about whether to disclose information or not, withhold the information while you check with the M13 Data Protection Officer (the M13 Manager).

Your confidentiality obligations continue to apply indefinitely after you have stopped working for M13.

I have read and understand the above statement. I accept my responsibilities regarding confidentiality.

Signed

Date

Appendix 2

Data Protection Policy Checklist

This information checklist is to be used by staff and volunteers to help them to comply with this policy:

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- Do the people whose information I hold know that I've got it and are they likely to understand what it will be used for?
- If I'm asked to pass on personal information, would the people about whom I hold the information expect me to do this? Am I complying with our policy? Is this a safeguarding issue?
- Am I satisfied the information is being held securely, whether it's on paper or on computer?
- Is access to personal information limited to those with a strict need to know?
- Am I sure the personal information is accurate and up to date?
- Do I delete or destroy personal information as soon as I have no more need for it?

M13 has agreed the following data can be uploaded to an approved cloud-based data management system and on computers:

Full name
Gender
Date of Birth
Postcode
Ethnicity *
Disability * (Yes / No)
Religion *
Sexuality *

* the starred items need consent to be uploaded (provided on the M13 Consent Forms)

Appendix 3

How M13 use your Information Data Collection & Protection Statement May 2024 for Children and Young People

M13 Youth Project runs various activities with children, young people and young adults, up to the age of 25yrs, most of which happen in Ardwick and Hulme, such as:

- Conversation on the streets, in parks, community spaces, shops, etc. (detached work) in the local neighbourhood
- Sports and games activities in local parks / Multi-Games Areas
- Clubs, Drop-Ins and projects in local Ardwick buildings
- Leisure and educational trips and residential within and beyond Manchester

Information Collected on the basis of Legitimate Interest

In order to run our activities safely, within the law and to ensure we have parental permission to take children aged under 18 yrs on trips, etc., we need to collect and hold some information on you / your child on the basis of 'Legitimate Interest'. The information we need to collect and process is:

- Participant's full name
- Date of Birth
- Gender
- Address & Postcode
- Name, address & contact phone number of person with Parental Responsibility for child
- Doctor's Name / Address

Without the above information and your permission to process it, we will not be able to ensure your/your child's safety and account for your child's participation and our activity to our managers and funders; therefore you/your child will not be able to participate in organised M13 activities, such as trips, projects and drop-ins / groups.

Information Collected on the basis of Consent

We also ask for the following information, in case of medical issues or emergency and to help us ensure our activities are accessible to diverse groups:

- Second (Emergency) Contact Name, phone number & relationship to child
- Medical information
- Ethnicity
- Religion

You do not have to give us this information in order for your child to take part in M13 activities but if you choose to, it helps us to care for you / your child more appropriately and to monitor how accessible our activities are. We collect and process this information on the basis of your consent.

How we process and use your Information

Using Your Personal Data / Information

M13 uses the information provided by you

- a) to safeguard and ensure the health and wellbeing of you/your child whilst we are working with you/your child;
- b) contact you/your child about M13 activities and in case of an emergency; and
- c) to report on activities and impact of the project's work, to young people, members, supporters and funders; in order to secure and account for funding; and to demonstrate public benefit; and to ensure we comply with Equal Opportunities legislation.

Storing Personal Information

All personal information we process is processed by our staff in our office. M13 stores the information you give us confidentially and securely on paper and on computer in accordance with the principles of the General Data Protection Regulation. It is only made accessible to M13 staff and its authorised data processors. We keep the information provided for 7 years, after which it is destroyed.

Reporting to Managers, Members, Funders and Other Agencies

ALL DATA IS MADE ANONYMOUS FOR REPORTING. For example, we may tell a funder that during the year Apr-16 to Mar-17, we worked with 562 children and young people, as follows:

Gender Breakdown:

Female - 179
Male - 385

Age Breakdown:

0-6yrs – 22 children
7-12yrs – 188 children
13-19yrs – 304 young people
20-25yrs – 48 young adults

Ethnicity Breakdown:

Asian – 14%
Black – 45%
White – 25%
Dual Heritage – 16%

Geography:

421 children and young people are
Ardwick resident

We do not collect any personal information from you/your child we do not need in order to undertake our work with you/your child. **WE NEVER PASS ON PERSONAL DATA TO THIRD PARTIES** (except for safeguarding/child protection purposes; or medical information to health staff; or with your permission.)

M13 is the 'controller' of the personal information you provide and of any records we keep of when we meet with, or have conversations with, you/your child during our work.

Errors, Deleting Information and Complaints

If you believe the information about you that we process is incorrect, you may request to see it and have it corrected or deleted. If you wish to raise a complaint on how we have handled your data, you can contact our Chair of Trustees at trustees@m13youthproject.org.uk who will investigate. If you are not satisfied with our response or believe we are not processing your personal information in accordance with the law, you can complain to the Information Commissioner's Office.

A copy of M13's Data Protection Policy can be found at www.m13youthproject.org.uk.

Helen Gatenby, M13 Youth Project Manager, 07973 976925

M13 YOUTH PROJECT

Ethical Guidelines on Collection and Handling of Young People's Data

Reviewed May 2024

This LIA was completed by Helen Gatenby following the LIA template issued by the ICO, and agreed by the Trustees on 22nd March 2022. It was reviewed and updated in May 2024.

1 Introduction

- 1.1 M13 takes seriously its obligations under the Data Protection Act 2018 (c.12)² (which includes the General Data Protection Regulation GDPR) to protect the rights and privacy of individuals and to ensure that data M13 holds about people is not processed without their knowledge and is processed under the appropriate lawful bases. See M13's Data Protection Policy.
- 1.2 In preparing these ethical guidelines, the following were consulted:
- The Data Protection Act 2018 (c.12)
 - The Information Commissioner's Office website³ and publications on GDPR
- 1.3 M13 needs to collect and use certain personal information from its participants in order to be able to provide our services legally, safely and effectively. M13 will be fair and transparent about what personal data we need to collect and the purpose for which we will use it. Such data is likely to relate to:
- obtaining permission for young people to attend activities and ensuring young people's safety
 - reporting on the project's activities and impact ('public benefit'⁴) to young people, members, supporters, funders and the Charity Commission
 - attracting and accounting for funding, without which the project's activities would be severely curtailed
- 1.4 Some sensitive personal data is helpful to hold for the safety of young people (eg. medical / dietary info) and for the purposes of equal opportunity monitoring (eg. data on ethnicity, sexuality and religion), but is not essential to the safe and effective provision of our services. In the case of such sensitive data, when we collect it, we will seek consent, by making it clear that participants/their carers are not obliged to provide this data, but if they choose to, how we will store and process.
- 1.5 A note on '**Parental/Carer Consent**'. Parental/carers consent for a child aged under 18 to attend formal activities can only be given by the person/people with **legal parental responsibility** for the child/young person, unless the young person is living independently, in which case, M13 have deemed young people aged 16 and over may sign for themselves.

The following people automatically have parental responsibility:

- All birth mothers
- Fathers married to the mother at the time the child was born

² The Data Protection Act 2018, http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf date accessed 16 May 2018

³ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> date accessed 16 May 2018

⁴ The Charity Commission states: '*To be a charity in England or Wales, your organisation must be set up with purposes which are exclusively charitable for the public benefit. You also need to carry out these purposes for the public benefit when you run your charity and report on this in your trustees' annual report.*' <https://www.gov.uk/government/collections/charitable-purposes-and-public-benefit> date accessed 11 May 2016

- Fathers who are not married to the mother, but are registered on the child's birth certificate after December 2003
- Civil partners and partners of mothers registered as the child's legal parent on the birth certificate.

2 What kind of data we will collect, hold and process

2.1 Data held and processed for Safeguarding Purposes and Parental Consent

In order to run our activities safely, within the law and to ensure we have and can evidence parental permission to take children aged under 18 yrs on trips, etc., we need to collect and hold some information on participants, on the basis of 'Legitimate Interest'. The information we collect and process on this basis is:

- Participant's full name
- Date of Birth
- Gender
- Address & Postcode
- Name, address & contact phone number of person with Parental Responsibility for child
- Doctor's Name / Address

2.2 Medical Information and Second (Emergency) Contact for Safeguarding

We also ask for the following information, in case of medical issues or emergency and to help us ensure our activities are accessible to diverse groups:

- Any health/ medical issues, disability and dietary needs
- Any additional information which parents / carers may want to provide to help us care for the child/young person appropriately
- Second (Emergency) Contact Name, phone number & relationship to child

At the point of collection, we will make it clear that there is no obligation to give us this information. However, if a participant chooses to give us the information, the project will store and use the data to care for the young person and to comply with our obligations under equal opportunities legislation and the Disability Discrimination Act.

2.3 Data held and processed for Monitoring & Reporting on Activities and Impact

In addition, in order to report on our activities and impact and to account appropriately for funding given, we collect data on activities, attendance and impact. M13 has decided to hold the following information on young people for the given reasons:

Data held	Reason for asking for and holding information
Name	This enables us to identify unique young people, so we can monitor how many young people are benefitting from the project's services and how often they attend.
Date of Birth	This enables us to monitor the age of the children and young people we are working with.
Postcode	This enables us to monitor what area the young people who engage in our services are resident in, to ensure we are meeting our charitable objectives
Gender	This enables us to monitor our services in order to comply with Equal

	Opportunities legislation. Young people will be asked whether they are male or female. Please see further comments on gender below.
Ethnicity*	This enables us to monitor our services in order to ensure we are complying with Equal Opportunities legislation and is appropriate as we work in an ethnically diverse community setting.
Religion*	This enables us to monitor our services in order to ensure we are complying with Equal Opportunities legislation and is appropriate as we work in multi-faith community setting and, as a Christian faith-based project, we want to ensure our services are accessible to those of all faiths and none.

***As above with medical information, data on ethnicity and religion is considered ‘sensitive’ personal data, and therefore consent should be sought to collect and hold this data.** At the point of collection, we will make it clear that there is no obligation to give us this information. However, if a participant chooses to give us the information, the project will store and use the data to better meet the needs of the young person and to comply with our obligations under equal opportunities legislation.

2.4 Asking for, holding and processing data on Sexuality, Trans* and Non-binary Gender

2.4.1 M13 recognises that gender and sexuality are important aspects of a young person’s developing identity and we work with young people without discrimination to support their understanding of themselves and their self-esteem and confidence and to offer appropriate education and learning opportunities around these issues. We also acknowledge that young people face discrimination as a result of their sexuality, their gender and how they frame their gender and sexuality and we are committed to challenging all forms of personal, social and systemic discrimination and oppression.

2.4.2 In the context of M13’s work, we have decided it is not appropriate to ask ‘cold’ questions about a young person’s sexuality, and trans* and non-binary ways of framing gender on a registration form. We do not need to know this information to deliver our work; this is sensitive information for many young people and collecting it should be approached in a sensitive and confidential manner at an appropriate stage of development. We will ask children and young people to identify as female or male.

2.4.3 We may sensitively seek to collect and negotiate consent to record information on sexuality and trans* and non-binary gender at an appropriate developmental stage and at an appropriate point in the working relationship; again in order to ensure our services are as accessible as possible to LGBTQ and non-binary young people.

2.5 Young People’s Mobile Phone Numbers

We collect young people’s mobile phone number, with their consent, in order to remain in contact with them on trips for safeguarding purposes, and to inform them of M13 activities. This is frequently their preferred medium of contact. Young people’s numbers are held on M13 work phones. Numbers are not passed on to third parties.

2.6 Information shared with workers by young people in the course of work

2.6.1 M13 records, monitors and evaluates all it’s work with young people, to learn from and improve our work, to provide the best work we can with young people and to report on our impact to young people, members, supporters, funders and the Charity Commission.

- 2.6.2 In the course of our work, young people share information with us about their situations and concerns, in order to seek advice from a worker or to gain support from the worker to think through an appropriate course of action or response for themselves. Workers record work done in line with the DPA 2018 (c.12) and the GDPR and keep it securely in the project office.

3 Holding and Processing Young People's Data

- 3.1 M13 will keep registration/permission forms in the office on paper in a locked filing cabinet for the duration stated on the consent form (usually two years maximum), after which point it will be destroyed, and new registration/permission will be sought if the young person continues to engage with project activities.
- 3.2 A register of current and previous participants, including name, address and date of birth, will be maintained on a card index in a locked cabinet in the project office, in order to communicate with current and previous participants about large M13 Celebrations and events.
- 3.2 Demographic data used for numerical reporting may be uploaded to a secure and confidential cloud-based data management system to enable us to efficiently process data for numerical reporting. The information that will be uploaded is:
- Name
 - Date of Birth
 - Postcode
 - Gender
 - Disability (only with consent)
 - Ethnicity (only with consent)
 - Religion (only with consent)
 - Sexuality (only with consent)

This information may also be stored on a secure, password protected computer in the project office.

- 3.3 Session recordings (including data on attendees/ young people contacted and content of conversations shared with workers in the course of the youth work activity) are recorded electronically on one of the password protected project computers and then printed off and kept in files in the project office. The files are kept in a locked cabinet in the project office; which is kept locked and accessible only to project staff and others in the presence of project staff.

4 Being Lawful, Fair & Transparent, Informing People of the Lawful Basis for Processing

- 4.1 M13 cannot function safely and effectively without collecting certain data on young people for the purposes outlined in Section 1.3.
- 4.2 The Information Commissioner's Office (ICO) states the following⁵:
- *You must identify valid grounds under the UK GDPR (known as a 'lawful basis') for collecting and using personal data.*

⁵ <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/a-guide-to-the-data-protection-principles/the-principles/lawfulness-fairness-and-transparency/#lawfulness> date accessed 8th May 2024

- You must ensure that you do not do anything with the data in breach of any other laws.
- You must use personal data in a way that is fair. This means you must not process the data in a way that is unduly detrimental, unexpected or misleading to the individuals concerned.
- You must be clear, open and honest with people from the start about how you will use their personal data.

4.3 On the basis that M13 cannot offer services safely and effectively to young people without collecting the particular data specified above, we have adopted the following approach to being lawful, fair and transparent and seeking consent:

4.3.1 Where we need to collect, record and process personal data in order to deliver services, we will be fair and transparent and inform participants about this appropriately, at the point of collection, on forms and at an appropriate stage of youth work activities. The data we have determined we need to collect, record and process on the basis of Legitimate Interest is laid out in sections 2 and 3 of this document and below.

4.3.2 We collect, store and process the data in line with the following ‘lawful bases’ of the DPA 2018 and GDPR.

Purpose for holding and processing	Data collected and held in relation to the purpose(s)	‘lawful basis’ for processing
Obtaining permission for young people to attend activities and Ensuring young people’s safety whilst in our care, to meet our ‘Duty of Care’ obligation	<ul style="list-style-type: none"> • Participant’s full name • Date of birth • Address & postcode • Gender • Name, address & contact phone number of person with Parental Responsibility for child • Doctor’s Name / Address 	Legitimate Interest
	<ul style="list-style-type: none"> • Any health/ medical issues, disability and dietary needs (<i>consent sought</i>) • Any additional information which parents / carers may want to provide to help us care for the child/young person appropriately (<i>consent sought</i>) 	Consent
Reporting on the project’s activities and impact (‘public benefit’) to young people, members, supporters, funders and the Charity Commission	<ul style="list-style-type: none"> • Full name • Date of birth • Postcode • Gender • Content of conversations and work done with young people. 	Legitimate Interest
	<ul style="list-style-type: none"> • Sexuality • Ethnicity • Religion 	Consent

5 Legitimate Interest Assessment

5.1 We want to process the following data on the basis of Legitimate Interest.

- Participant’s full name
- Date of Birth

- Gender
- Address & Postcode
- Name, address & contact phone number of person with Parental Responsibility for child
- Doctor's Name / Address

5.2 Purpose for Processing the Personal Data

5.2.1 The purpose for processing the data in Section 5.1 is as follows:

- a) to recognise and identify unique young people (by name, age, gender and address) for safeguarding purposes in the case of an accident/medical emergency.
- b) to ensure we have and can evidence parental permission to take children aged under 18 yrs on trips / activities
- c) to contact parents and young people about M13 activities and in case of medical emergency
- d) to provide anonymised reporting on activities and impact of the project's work, to young people, members, supporters and funders; in order to secure and account for funding; and to demonstrate public benefit; and to ensure we comply with Equal Opportunities legislation.

5.2.2 This enables us to safely offer informal educational, leisure and support services to children and young people in Ardwick in line with safeguarding principles and practices; and enables us to apply and account for funding to run these services.

5.2.3 The processing of the above data enables M13 to provide a recognised and important public benefit in an area of significant deprivation according to Government IMD. No third parties benefit from the collection of this data.

5.2.4 If we were unable to process the above data, we would be unable to provide these charitable services to children and young people within recognised standards of safeguarding. In processing this data, we are complying with recognised Children's Work Force guidelines and codes of practice around safeguarding, parental permission and care.

5.2.5 Ethically, there are compelling reasons to provide the service and to process the data to do so within safeguarding principles and practices. We could not ethically run the services without processing the data.

5.3 Necessity for Processing the Personal Data

5.3.1 Processing of the data in section 5.1 is necessary for running the service.

5.3.2 The processing is proportionate to that purpose and need. We cannot achieve our purposes (running the service) without processing the data in section 5.1.

5.3.3 We are only collecting the minimum data necessary in order to run the service – other data is collected by consent. We do not pass this data on to third parties, except for the care and well-being of participants, eg. in the case of a medical emergency (to doctors at hospital) or to safeguard a child / young person. We could not achieve the same purpose by processing less data. We are asking the least intrusive questions possible for data processing on the basis of Legitimate Interest.

5.4 Balancing the Need for Processing the Personal Data

5.4.1 We have considered the impact on individuals interests and rights and freedoms in this assessment, and have concluded it does not override our legitimate interest.

5.4.2 The information we are collecting on the basis of legitimate interest is not particularly private or personal.

5.4.3 We are collecting children's and young people's data, but it is appropriate and proportionate for the purpose for collection.

5.4.4 We are not collecting any special category data on the basis of Legitimate Interest: some special category data (Ethnicity, Religion, Disability and health information) is being collected on the basis of consent.

5.5 Reasonable Expectations for Processing the Personal Data

5.5.1 We already have an existing relationship with many of the young people and children who participate in our services and their parents / families. They have an expectation that we will collect this information in order to inform them about M13 activities, secure their permission to work with their children and ensure their child's safety whilst in our care. We collect data directly from participants and their parents.

5.5.2 We have collected information in the past for these purposes. This information is renewed every two years.

5.6 Likely Impact of Processing the Personal Data

5.6.1 There are minimal impacts for participants in this data being processed; none of this data is shared with third parties. Impacts are:

- a) They can participate safely in M13 activities
- b) We will contact them about activities if they are a regular and ongoing project participant.

5.6.2 As the data will remain with M13, participants will not lose control of the personal data they have shared with us. Any data used for reporting purposes is anonymised before it is shared with others.

5.6.3 It is unlikely that people will complain or find the processing of this data intrusive: it is generally expected that organisations working with young people will collect, hold and process the data in section 5.1 for the purposes of keeping children safe.

5.6.4 We are happy to explain the processing to any individuals who require it and we regularly do this as a matter of good practice with young people.

5.7 Opt-Out

5.7.1 In the case of the data in Section 5.1, we are unable to offer an opt-out clause in regards to safeguarding.

5.8 LIA Decision

5.8.1 On the basis of the above considerations of purpose, necessity, balancing need, reasonable expectations, likely impact and whether we can offer an 'opt-out' for this specific personal data, we conclude that we can rely on legitimate interest for processing the data in Section 5.1.