



## **Lancaster District Community & Voluntary Solutions**

### **Privacy Notice**

### **Relating to: Youth Work Training Needs Analysis Questionnaire**

*What information do we process?*

When you complete the questionnaire, we collect, store and process:

- Your name
- Information about your work or volunteering including organisation name and your role there
- Your email address (which may be considered personal data if it is not issued by your organisation)
- Your responses related to survey questions (these are likely not to be personal data, as they relate to your organisation)

*How do we collect this information?*

We collect this information through an online form.

*Why do we need this information?*

We need this information to help us understand the need for youth work training, and to contact you again in the future regarding your responses or to conduct further research.

*How do we store and process this information?*

We store this information within emails stored on a system provided by Microsoft and process it using their software. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at <https://docs.microsoft.com/en-gb/legal/gdpr>

*Who do we share this information with?*

We do not share personal data gathered from survey responses with anybody else. We may share aggregated and anonymised responses with partners and other participants in order to build improvements in youth work training across the sector.

*What are your rights over personal information we hold for this purpose?*

You have certain rights relating to personal data under UK law (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>).

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at [hello@lancastercvs.org.uk](mailto:hello@lancastercvs.org.uk), or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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