

## **Privacy notice for children**

This privacy policy applies to anyone who will take part/ has taken part in our Switch Ambassador Programme as a participant.

### **Who are we?**

Say It With Your Chest is an organisation that empowers young people to be the best version of themselves. We are a registered company in England, number 12027332

Say It With Your Chest CIC (“Say It With Your Chest”) will be what’s known as the ‘controller’ of the personal data you provide to us.

### **How do we collect information about you?**

If you are a Switch Ambassador, we get sent information about you from your school when they recommend you to our programme. We will also collect updated information if you give Say It With Your Chest staff members or staff at your school additional details in person.

### **What type of information is collected about you?**

We collect information about you including personal information like your name, attendance data, behaviour points data, exclusion data and the things that you tell us in surveys, questionnaires, the feedback box and interviews. We also collect information about you so that we can do a pupil risk assessment. A pupil risk assessment makes sure that we know how to keep you safe.

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

Only Say It With Your Chest staff have access to your information. We have a data protection process in place to oversee the effective and secure processing of your personal data.

### **How is your information used?**

We will use your personal information so that we can:

- Run our programme and understand how well the programme is going (e.g. we will keep a list of everyone’s names, so that we can take an attendance list).
- See how good our programme is and what impact it has on you and your peers. We then use this information to improve our programme (e.g. we ask your school about your attendance, so we can see if being a Switch Ambassador made a difference).
- Share and promote the work that we do with you (e.g. we might share a picture of you on twitter, or use a quote from you in a document we make).
- Take care of you and make sure we are doing everything we need for you (e.g. your teacher might tell us if you have any additional needs so that we can make sure the programme works as well for you as everyone else).
- We will also share your personal information with your school so that we can make sure that you get the best experience as a Switch Ambassador.

## **16 or under?**

We are committed to protecting the privacy of children aged 16 or under. If you are aged 16 or under, we will always get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Your rights**

To read about your rights please look at our general '[Privacy Policy](#)'.

## **Security**

We are committed to ensuring that your information is secure. We have put in place technical and organisational measures that are designed to safeguard and secure the information we collect.

## **Your choices**

You can find out exactly what personal information of yours we hold by making a 'subject access request' to us under the General Data Protection Regulation 2018. If you make such a request and we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information

To make a request for any personal information we may hold, you need to contact us using the details provided at the end of this policy. Your request will be responded to within 30 days.

If at any point you believe the information we process on you is incorrect you can write to us to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

## **How to contact us**

Requests for information about our privacy notice can be made to: Say It With Your Chest, The Print House, 18 Ashwin Street, London, E8 3DL or [info@sayitwithyourchest.co.uk](mailto:info@sayitwithyourchest.co.uk) with the subject as 'Data protection request'. If you are under 16 your parent or carer would need to do this.