



# Elevated Aspirations Easy Read Youth Privacy Policy



**For the full policy please contact us on the details at the bottom of this page**

**1. What information do we collect about you and why do we do this?**

- Name, Address, age, gender, ethnicity, Parents contact details, Health details, doctor
- To enable us to run our activities and to contact you/your parents/carers

**2. Where do we collect this information from?**

- We collect this information from your or your parents/carer

**3. How will we use this information?**

- To use in an emergency, contact you/parents/carers, for data statistics reports, with yours and parental/carer consent

**4. How long do we keep your information?**

- We keep your information as long as the activity/project runs or
- For one year to use in our annual report with yours and your parents'/carers' consent

**5. Can you see what information we hold about you?**

- You have the right to see a copy of the personal information with have about you
- Simply contact us via the details below

**6. Can we correct information if you tell us it is wrong?**

- Simply contact us via the details below and we'll change your information

**7. How do we keep your information secure?**

- Membership forms securely locked away on the premise of the activity or different location
- With the activity tutor, securely locked away, until given to Elevated Aspirations
- Digital information is encrypted and stored on an antivirus & malware protected computer

**8. How do we delete your information?**

- Membership forms and paperwork are shredded
- Digital information is digitally shredded or deleted

**9. What to do if you think there is a problem with the way we handle your information**

- Simply contact us via the details below and we'll address the problem or
- complain to the Information Commissioner's Office (ICO) [ico.org.uk/](https://ico.org.uk/)

**Please contact us if you have any questions about our privacy notices, the information we hold about you, or how we handle this information:**

- by email: [admin@elevated-aspirations.co.uk](mailto:admin@elevated-aspirations.co.uk)
- by post: Elevated Aspirations, PO Box 60052, London SW16 9FS