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**Privacy Policy for Young People**

**1. Introduction**

We are committed to protecting the information we hold about you. This privacy notice describes how, when and why we, at Breconshire Award Scheme Group, may use your information, as well as your rights relating to that information.

This privacy notice also explains how others will use your personal information (referred to as ‘personal data’ in this privacy notice). Please see section 6 ‘Who we will share your information with’ for more information on this.

**2. Information we hold about you**

Information we hold about you will come from you directly when you enrol onto the Duke of Edinburg’s Award with us and come away on expedition with us. That information will include the following:

* Your personal details (for example, your name and date of birth, gender, primary language)
* Your contact details (for example, your postal address, landline or mobile number, email address)
* Your emergency contact’s details and their relationship to you, as well as your doctor’s contact details
* Any medical conditions, allergies or disabilities you have that might impact your ability to take part in the activities specified in the Award.

**3. What we use your information for and the legal basis for doing so**

We must have a legal basis (lawful reason) to process your personal data. In most cases, the legal basis will be one of the following:

*To allow us to take actions that are necessary for us to support you to achieve your Duke of Edinburgh’s Award*

We have your permission to use your information

**4. Sensitive personal data**

Breconshire Award Scheme Group will only request sensitive personal data in relation to your health from you so that we can provide you with the best possible care should we need to. We will ensure that it is secure and that your data is processed in accordance with all relevant data protection legislation. We will not request other sensitive personal data from you such as political opinions, membership of trade unions, criminal convictions, sexual orientation etc.

**5. Our messages to you**

We will send you messages by email and other digital methods about specific Breconshire Award Scheme Group Activities.

These messages will be:

* to help you manage your account, such as resetting your password
* to support you to progress in completing your Award
* to keep you informed about training and events such as expeditions or volunteering or residential opportunities.

**6. Who we will share your information with**

We will keep your information confidential but will share it with The Duke of Edinburgh’s Award who host all the data you provide (and who also have to keep it secure and confidential). They will send you email communications and welcome packs. Their Privacy Statement is found here: [Privacy Statement - The Duke of Edinburgh's Award (dofe.org)](https://www.dofe.org/privacy-statement)

**7. Keeping your information**

We will keep your personal data for as long as you continue accessing Breconshire Award Scheme Group. The Duke of Edinburgh’s eDofE app is separate to our records and will have different timescales around holding your information. You should check their privacy information to determine this (see link in Section 6.).

If you do not log into your eDofE account for a period of 12 months we will endeavour to make contact with you, and unless you log in within the next three months, your account and personal data will be archived.

We will only keep information that allows us to maintain user records for analysis or audit purposes.

**8. Your rights**

You have certain rights relating to your personal data. These include the right to:

* ask for a copy of the personal data we hold about you
* ask us to give you (or a third party chosen by you) an electronic copy of the personal data you have given us
* ask us to correct personal data we hold
* restrict how we use your personal data
* ask us to delete personal data; and
* object to particular ways we are using your personal

Your ability to exercise these rights will depend on a number of factors, and in some instances we will not be able to agree to your request (for example, if we have a legitimate reason for not doing so or the right doesn’t apply to the particular information we hold about you). If you would like more information on your rights, or want to exercise them, you can do so by contacting us at info@breconshireawardschemegroup.org.

If any of your personal data changes or is incorrect, please contact us.

**9. Cookies**

We may use cookies and similar technologies on our website. Cookies are text files that gather small amounts of information, which your computer or mobile device stores when you visit a website. When you return to the website, or visit websites that use the same cookies, they recognise these cookies and so your device.

We use cookies to do many different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improving your online experience.

If you require further information on our use of cookies, please email us via info@breconshireawardschemegroup.org.

**10. How to contact us**

If you require further information on our privacy notice, please email us via info@breconshireawardschemegroup.org.

If you would like more information on your rights, or want to exercise them, please email us via info@breconshireawardschemegroup.org.

Breconshire Award Scheme Group is the ‘data controller’ for your personal data. This means we are responsible for deciding how we can use your personal data.

We are committed to working with you to settle any complaint or concern about privacy. If you are not happy with how we have dealt with your complaint or concern, you can complain to the data protection authority of the United Kingdom using their website at [https://ico.org.uk](https://ico.org.uk/)**.**

**11. Changes to our privacy notice**

You can ask us for a copy of this privacy notice using the contact details set out above. We may change or update this privacy notice from time to time.

If changes to this privacy notice will have a major effect on what we do with your personal data or on you personally, we will give you enough notice to allow you to exercise your rights (for example, to object to the processing).