

# Privacy Policy

At the Lambeth Youth Council (hereon referred to as LYC) we take the information you give us and what we do with it very seriously. May you be a member, a visitor of our website, or one of our partners, this policy outlines how we collect your data and what we use it for in accordance with the 2018 EU General Data Protection Regulation.

## **1. Data collection**

LYC collects personal information on individuals through many means. When we do this, we may ask for an individual's full name, email address, school and even phone number.

This information can be sourced from online forms on our website, following us on social media, signing a sign-up sheet at an event or being personally introduced. We ensure that when this happens we inform you of this Privacy Policy and its most important terms.

## **2. Data usage**

When we collect your information, we use it to keep in contact with you, informing you about our events and news. That is the ONLY way we use your information.

When a member of the council, your name will be published on our website and may be given out to individuals that you have accepted for LYC to give your name to. Only with your explicit consent will any other data be shared with any individual or organisation other than LYC or its parent.

We NEVER sell your information and do not provide it to advertising companies.

### **3. Data storage**

When we collect your information, it is accessible only by executive members of LYC. The databases are stored on the LYC Google Drive or the Wix (our web host) website and their access is password protected.

We NEVER share these databases with any individual or organisation outside of the LYC.

We NEVER store your information on any other service, though when, for example, we send you an email, your address will go through the email service provider. This is an indirect sharing of data and should you not accept it then do not join our contact list.

### **4. Opting out**

When you fill out a sign-up form or follow us on social media, we add you to our contact database. Should you wish for us not to do this, please inform LYC by email or do not do the previously mentioned actions.

If you have signed up to our contact database and would no longer wish to do so, you may click the unsubscribe link at the bottom of our emails or contact LYC by email or on the online form on our website. We will then safely delete your data from our database and will not contact you again.



