

## **Hitchin Youth Trust – PRIVACY NOTICE**

### *A simple guide to how we use your information*

**Charity Registration Number: 302398**

**Company Number: 00399872**

**Sept 2026**

#### **Who we are**

We are Hitchin Youth Trust. We support children, young people and families living in our area by giving grants to individuals and organisations. We give use of our facilities to youth organisations free of charge. To do this, we sometimes need to collect and use personal information.

We are registered with the Information Commissioner, and our registration number is: ZB154207.

We are the controller for the information that we collect which means that we are responsible for deciding how your personal data is used and for making sure it is handled safely and lawfully.

#### **Our Contact Information**

Hitchin Youth Trust  
111 Walsworth Road  
Hitchin  
Hertfordshire  
SG4 9SP

[info@hitchinyouthtrust.co.uk](mailto:info@hitchinyouthtrust.co.uk)

01462 422505

#### **Whose information we collect**

We collect information from and about a range of people, including:

- children and young people we support
- parents and carers
- grant applicants
- Trustees, employees and volunteers
- people who hire our building or provide services to us
- anyone who contacts us or works with us in another way

We also collect information from others, such as referees, professionals involved in supporting an applicant, or organisations we work with.

We only collect what we need, and we keep it safe.

The table in Appendix 1 explains whose data we collect, why we collect it, and what allows us to use it under the law.

### **What information we collect**

We may collect different types of personal information depending on who you are and how you are involved with us. This might include:

- Your name and contact details
- Your age or date of birth (if relevant)
- Information about your health or personal situation (if needed to support you)
- Emergency contact details
- Bank or payment information (if we're paying you or receiving a payment)
- Information about your role or relationship with HYT (e.g. Trustee, volunteer, grant applicant, facility hirer)
- Records of your interactions with us (e.g. emails, bookings, applications, meetings)

### **Why we collect it**

We use your information to:

- Understand your needs and how we can help
- Decide if we can give a grant
- Manage bookings or payments
- Keep in touch and respond to enquiries
- Meet our legal responsibilities (e.g. for safeguarding or charity reporting)
- Keep everyone safe and make sure our work runs properly

We will always explain why we're asking for information. If something is optional, we'll let you know.

### **How we keep your information safe**

We store your data in secure online systems (like Google Workspace). Only people who need to see it are allowed access. If we don't need it anymore, we delete it. Sensitive documents are deleted after 14 days.

We never sell your information or pass it on without a good reason.

### **Where your data is stored**

Most of the personal data we collect is stored securely using cloud-based services such as Google Workspace and Microsoft 365. These services may store data on servers in the UK, the European Economic Area (EEA), or other countries with appropriate data protection safeguards in place.

We only use providers that meet strong security standards and offer protection in line with UK data protection law, including the use of standard contractual clauses where needed.

### **Who we might share it with**

We might share your information with:

- People or organisations who help us run our services

- Authorities if there's a safety or legal reason
- Our Trustees or advisors (only if they need to know)

Everyone we work with must keep your information secure and confidential.

### **Your rights**

You or your parent/carer have the right to:

- Ask what information we hold
- Be provided with a copy of the information we hold about you
- Ask us to correct or delete it
- Say if you don't want us to use it, or ask us to limit how we use it
- Ask for a copy in a format you can pass to another organisation (where this applies)
- Withdraw your consent at any time, where we are relying on it
- Stop receiving updates or newsletters at any time
- Complain if you're not happy

A parent or carer may use these rights on behalf of a child.

To use these rights, contact us using the details below. It is free, and we will usually respond within one month.

If you are not happy with how we have handled your information, please tell us first. You can contact us by email, letter, phone or in person. We will acknowledge your complaint within 30 days, look into it, keep you updated and tell you the outcome. If you are still not happy you can complain to the Information Commissioner's Office at <https://ico.org.uk> or on 0303 123 1113.

We will always listen to requests and treat them fairly. Some rights are not absolute, this means we may need to keep certain information, for example to meet legal duties, protect someone's safety, or keep proper charity records.

If you do not provide us with the information we ask for, this may affect our ability to process your application or deliver the service you need. We will always explain what's required and why.

HYT does not use automated decision-making. All decisions about grants, support or activities are made by real people who look at your situation properly.

### **Need to talk to us?**

You can speak to us or ask your parent or carer to contact:

### **Data Protection Officer**

Email: [info@hitchinyouthtrust.co.uk](mailto:info@hitchinyouthtrust.co.uk)

Phone: 01462 422505

## Appendix 1

Details about our lawful basis and how we meet data protection law are available in the table below.

| Category of Individuals                                   | Purpose                                                 | Lawful Basis (UK GDPR)          | Condition for Special Category Data                                   | Retention (how long we keep your data)                                                                                                                                                                                     |
|-----------------------------------------------------------|---------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grant applicants and their carers</b>                  | Assessing eligibility and managing grants               | Legitimate interests / Contract | Article 9(2)(d) – Not-for-profit activity with appropriate safeguards | Detailed information is kept while the application is ‘live’(*) and during the current accounting year and the year after.                                                                                                 |
| <b>Invoices related to Grant Applications</b>             | To make payments for approved grants                    | Legal obligation / contract     | Not applicable - General Data                                         | 7 years after payment. This covers the Government requirement of keeping records for a period of 6 years from the end of the last company financial year that the record relates to.                                       |
| <b>Grant applicant name, amount approved and activity</b> | Data analysis and decision making                       | Legitimate interests            | Not applicable - General Data                                         | Minimal summary information kept indefinitely for analysis and future decision making.                                                                                                                                     |
| <b>Employees and Trustees</b>                             | Recruitment, vetting (inc. DBS), and onboarding         | Legal obligation / Contract     | Article 9(2)(b) – Employment and social protection law                | While appointment is ‘live’ (*) and for a period of 12 months afterwards.                                                                                                                                                  |
|                                                           | Ongoing HR, payroll and governance records              | Legal obligation / Contract     | Schedule 1, Part 1 (employment); DBS: Article 10 + Schedule 1, Part 2 | While appointment is ‘live’ and for a period of 7 years afterwards. This covers the Government requirement of keeping records for a period of 6 years from the end of the last company financial year that they relate to. |
|                                                           | Health or disability support and reasonable adjustments | Legal obligation                | Article 9(2)(b) + Schedule 1, Part 1 (employment)                     | While appointment is ‘live’ (*) and for a period of 12 months afterwards.                                                                                                                                                  |
|                                                           | Disciplinary procedure notes                            | Legal obligation / Contract     |                                                                       | While the complaint is ‘live’(*) and for a period of 12 months afterwards.                                                                                                                                                 |
| <b>Facility hirers and contractors</b>                    | Booking and managing hire or service provision          | Contract                        | Not typically applicable unless medical/emergency data is provided    | While booking/contract is ‘live’(*) and for a period of 12 months afterwards.                                                                                                                                              |

| Category of Individuals         | Purpose                                                 | Lawful Basis (UK GDPR)                  | Condition for Special Category Data     | Retention (how long we keep your data)                                                                                                                                           |
|---------------------------------|---------------------------------------------------------|-----------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enquirers and supporters</b> | General enquiries, contact and updates                  | Legitimate interests                    | Not applicable – General Data           | Emails filed and archived for up to 2 years.                                                                                                                                     |
| <b>Donors and funders</b>       | Managing donations, acknowledgements, and compliance    | Legitimate interests / Legal obligation | Not typically applicable – General Data | 7 years after a donation. This covers the Government requirement of keeping records for a period of 6 years from the end of the last company financial year that they relate to. |
| <b>Formal Complaints</b>        | Manage and respond to the issue. Continuous Improvement | Legitimate interests                    | Not applicable                          | While the complaint is 'live'(*) and for a period of 12 months afterwards.                                                                                                       |

*\*live means the time that this data is being used to process the purpose it is originally collected for, e.g.: key holders are contacted on a regular basis about availability and changes to the building. Grant applicants can be contacted during the period of their grant to confirm payments and receive invoices etc and proof of payments are required for auditing purposes to make sure that fraud is not taking place.*