

NEWSLETTER PRIVACY NOTICE

Introduction

At NE Youth we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

What personal data we collect

We collect personal data about you to send you e-newsletters and NE Youth updates.

Personal details that we obtain from you includes your name and e-mail address.

Why we collect personal data and the legal basis for handling your data

With your consent we will use your personal data in order to provide you with the relevant materials which concern NE Youth and its membership.

You may unsubscribe from receiving information from us at any time by simply clicking the unsubscribe link provided in all communications you receive.

Who we share your data with

In order to contact you it is necessary for us to share data about you with our e-newsletter platform provider - MailChimp. This is the platform which enables us to provide you with updates and also from which you can manage your subscription.

They may also store and manage information on our behalf such as your email address, emails received, links accessed and other details. They will not use this information for their own purposes.

We will also share your data if:

- We are legally required to do so, for example, by a law enforcement agency, court or the Charity Commission
- It is necessary to protect our rights, property or safety or to protect the rights, property or safety of others
- We transfer the management out or take over any other organisation or part of it (including us), in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way
- We will never share your data with any organisation to use for their own purposes

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored on secure computers or servers located in the UK.

Our third party provider will also store your data on secure servers which may be situated inside or outside the European Economic Area.

How long do we retain your data?

We retain your data until such time you decide to unsubscribe.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

Request to access, amend or correct the personal data we hold about you

Request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and

If you wish to exercise any of these rights above or you have any questions or concerns about any aspect of this notice or how we handle your data, please contact us in writing at NE Youth, 34 Grainger Park Road, Newcastle upon Tyne, NE4 8RY

If you would like to request the personal data that we hold about you, please do so at the address above and we will respond within one month of receiving your request

If your e-mail should change, you are able to update this information by following the instructions provided in the communication you receive from us.

If you wish to unsubscribe then you can do so by following the instructions provided in the correspondence you receive from us.

Automated Decision Making

We may monitor, analyse, and compile statistical and performance information based on and/or related to your use of the services, in an aggregated and anonymised format. This may include analysing your viewing history, location, member information and other details in order to tailor our communications to the most relevant, helpful and useful information for each subscriber. This may in turn reduce the volume of communications you receive.

Complaints

If you have a concern or complaint, please contact NE Youth on 0191 272 7494

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

Changes to this notice

We will keep this notice under regular review. Any changes to this notice will be posted at www.neyouth.org.uk and where, appropriate, notified to you by email or in the post, so that you may be aware of how we use your data at all times.