

# Achieve

## Achieve Registration Form Privacy Notice

Supporting young people to  
Achieve their potential

funded by



This notice is about how we use information about you and how we will keep it safe. We call this information about you ‘personal data’ or ‘personal information.’ If this notice is difficult for you to understand, you can ask your parents, or another adult such as your teacher to help you understand it.

### Who we are

*Achieve* is part of The Woodsmith Education Programme. It is an exciting opportunity for young people in North Yorkshire and Redcar & Cleveland which aims to support their personal development and wellbeing. It is funded and managed by Anglo American and the Woodsmith Foundation and developed in conjunction with your school.

### What information we will collect about you?

The information we will collect and hold about you includes: who you are, what school you attend; your attendance levels; if you have any special needs; how well you achieve at school; if you are a young carer, care leaver or a looked after child; if you are eligible for free school meals and/or pupil premium.

We will collect information about your participation in activities within the programme. We may also collect data on your feelings and challenges to help us shape the programme and activities to meet your needs. This information is collected directly from yourself, your family and from your school.

### What will we do with your information?

The information we collect from you and from our partners in the programme will be used to assess the effectiveness and impact of our programme as a legitimate interest – this is because we want to make sure we are making a difference and helping you to reach your potential.

We will use the information to track your participation in the programme for research, monitoring and evaluation purposes. This means that we will review your data at different times during your participation in the programme so that we can see what difference it is making to you.

We may contact you from time to time to invite you to events related directly to the programme.

We will also use the information to enable us to deliver a good service to you.

We only collect information about you with your permission. We will ask for this consent (and/or the consent of your parent or carer) when you register for the programme. You can withdraw this consent at any time simply by telling us; but if we cannot hold or share information about you, it will mean that you are not able to participate further in the programme.

### Who will see the information and what information will be collected by them?

We need to share the information with some trusted partners in order that the programme meets your needs. Information may be shared with, and collected by, the following organisations who are involved in the programme, in order that they can deliver their services and to provide monitoring, evaluation, and statistical support:

## The information managed by us and our partners

Us	What we do	What we collect	Privacy Notice	
<b>Anglo American</b>	Co-fund, manage, deliver, and evaluate the programme	<p>Information from your registration form.</p> <p>Aggregated data provided in reporting and survey results, and programme testimonials.</p> <p>We also collect data from your school about your background and needs, how you are doing at school, and about your attendance at school, so that we best know how to support you.</p>	<a href="#">Privacy policy   Anglo American</a>	
Our partner organisations	What they do	What they will collect	What we will share with them	Privacy notice
<b>NYBEP Ltd</b>	Provides support for facilitation and co-production of the programme	No personal data is collected by NYBEP.	NYBEP will have access to all the information collected in relation to the programme, but all data will remain, and only be accessed from, Anglo American's secure environment.	<a href="#">Privacy Policy   NYBEP</a>
<b>Emotion Switch</b>	Provide Personal, Social and Mental Health Education (PSHE) services to young people	<p>Emotion Switch will not collect any personally identifying information from you.</p> <p>Anonymous surveys will collect data to determine the impact of the programme on the group.</p> <p>Testimonials may be collected but will be anonymised.</p>	We will not share your information with Emotion Switch	<a href="https://www.emotionswitch.org/privacy_policy">https://www.emotionswitch.org/privacy_policy</a>
<b>North Yorkshire Youth (NYY)</b>	<p>Provide youth mentoring services.</p> <p>Provide extra-curricular activity coordination services.</p>	<p>Your name, your date of birth, and ethnicity.</p> <p>Your parent or carer's name, contact number, email address and signature.</p>	NYY will have access to all the information collected in relation to the programme but this will be masked to provide additional security. This means that we will treat the data in a way which makes it harder for anyone to identify you.	<a href="#">Annual Reports and Other Resources   North Yorkshire Youth (nyy.org.uk)</a>

		<p>Details will be collected about your needs and requirements for youth mentoring services.</p> <p>Aggregated data used for reporting and survey results, and audio/visual content you partake in for programme testimonials.</p>		<p>At above link, under Related Documents, click <a href="#">NYY Privacy Notice Achieve Programme</a></p>
<b>North Yorkshire Together</b>	Charity partner for North Yorkshire Youth	Reports – in aggregated form (no personal data is collected).	Anonymised information to inform evaluation reports	
<b>Skyblue Research Ltd</b>	Provide programme evaluation and reporting (social research and evaluation partner to Anglo American)	No personal data is collected. Reports and programme survey results are monitored and produced by this supplier (containing anonymous data).	Anonymised information to inform evaluation reports	
(Only for schools in the relevant district) <b>Redcar &amp; Cleveland Borough Council</b>	Provide extra-curricular activities, trips and visits in the Redcar and Cleveland region	Your name, any medical, dietary needs you may have. RCBC will collect this from you with the consent of you and your parent/ carer.	RCBC will have access to all the information collected in relation to the programme, but this will be masked to provide additional security. This means that we will treat the data in a way which makes it harder for anyone to identify you.	<a href="https://www.redcar-cleveland.gov.uk/about-the-council/privacy-notices">https://www.redcar-cleveland.gov.uk/about-the-council/privacy-notices</a>
<b>Children's University Trust</b>	Provide an online platform for recording your achievements	Your name, your school, and year group.  They may also ask for your date of birth, address, and gender but you do not need to provide this.	Your name, your school, and your year group	<a href="https://www.childrensuniversity.co.uk/privacy-policy/">https://www.childrensuniversity.co.uk/privacy-policy/</a>

We will not release the data to anyone who is not authorised to receive it, nor for any commercial use. Any data shared for research, monitoring and evaluation purposes will be anonymised.

Sometimes we may need to share your data with other trusted people involved in your life or care. We will only do this if it is absolutely necessary. Examples of trusted people we may need to share your data with are health workers, social workers/social services, youth workers, the police, or your school. If you tell us something that makes us think you are in danger, we will have to tell the relevant authorities. When we do this, it is because we have to follow the law.

### Audio/ visual recordings –

From time to time we may take photographs and videos of our participants in the programme to show how great the programme is and put these in printed materials or on the web. This will mean that videos and images will be available to anyone on the internet.

We will ask for your permission to use recordings and images of you separately on the registration form. By giving consent to participating in our photographs and video recordings (programme testimonials), you give Anglo American the right to use your image, in video or still, and of the likeness and sound of your voice as recorded on audio or video tape.

We won't use these images for profit – and so when we use them, we cannot offer any financial rewards for the use of those images, so make sure you're OK with that and check this with your parents. **If you have not given your consent on the registration form, we will not use your image in this way.**

### How will we keep your information safe?

We are committed to protecting the security of the personal information which we collect about you. In support of this commitment, we have implemented a range of technical, physical, and organisational controls to ensure an appropriate level of security in place over your data. For example, we make sure that our delivery partners have adequate security in place to protect your data and we put contracts in place with our partners to ensure that the data is used appropriately and where it is transferred outside the UK that it will be looked after.

### How long will we keep your information?

We will store the data for no longer than 8 years. We keep the data this long in order to ascertain if the programme has had an impact on progression through education and into employment.

### What are my rights?

You have various rights in relation to your personal data, please consult <https://ico.org.uk/for-the-public/> and for more information about privacy practices of the Woodsmith Education Programme, please see our privacy pages here: <https://www.angloamerican.com/site-services/privacy-policy>

For more information or if you have any queries, complaints or wish to exercise your rights, please contact: [dataprotection@angloamerican.com](mailto:dataprotection@angloamerican.com)