



Last updated: June 2026

Next review: June 2027

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Whenever you share your information with us, we promise to treat it with care. We only collect what we need, we keep it safe, and we're clear about why we need it.

You have the right to understand what you're agreeing to, ask questions and change your mind at any time.

This Privacy Statement explains how we collect and use your information. It should be read alongside our **Data Protection and Information Governance Policy**, which explains how Participation People protects everyone's personal information.

1) Who is this for?

This statement is for any young person who interacts with Participation People.

You might:

- sign up for a project or event
- join a youth panel
- volunteer with us
- complete a survey or consultation
- attend a workshop
- enter a competition
- share your ideas or experiences
- sign up to hear about future opportunities
- contact us with a question.

No matter how you get involved, we'll always look after your information responsibly.

2) What information do we collect?

We only ask for information that's needed for the activity you're taking part in.

This could include:

- your name
- your email address
- your phone number
- your address
- your date of birth
- emergency contact details
- accessibility or support requirements
- equal opportunities information (if you choose to tell us)
- photos, videos or recordings (only where permission has been given)
- feedback you share with us
- information you give us through forms, emails or conversations.

If we don't need a piece of information, we won't ask for it.

3) Why do we collect it?

We use your information to:

- organise activities, events and projects
- contact you about opportunities you've signed up for
- make sure everyone stays safe
- provide any support or adjustments you need
- understand how we can improve what we do
- meet our legal responsibilities
- tell you about future opportunities if you've asked us to.

We'll never collect information just because we can.

4) How do we keep your information safe?

Your information is stored securely using protected systems that only authorised Participation People staff can access.

We only keep your information for as long as it's needed for the reason it was collected, or where we're required to keep it by law or our contractual responsibilities. When we no longer need it, we'll securely delete or anonymise it.

We regularly review how we protect information and, where requested, will delete any stored data.

5) Do we share your information?

We will never sell your personal information to anyone.

Sometimes we may need to share your information with another organisation, but only when we have a good reason to do so.

This might include:

- delivering a project with one of our partners
- meeting legal or contractual responsibilities
- protecting your safety or someone else's safety
- where you've given us permission.

If we use AI tools to help analyse feedback or information, we only use secure, approved systems. We never enter information that could identify you into public AI tools.

If we have concerns about your safety or wellbeing, we may need to share information with safeguarding agencies or other organisations that can help keep you safe. Wherever it is safe and appropriate to do so, we'll explain what we're doing and talk to you (and your parent or guardian if appropriate) before we share your information. If telling you first could put you or someone else at greater risk, we may need to share information without doing so.

If we share your information, we will:

- only share what's necessary
- make sure it's shared securely
- check the other organisation can look after it properly.

6) Consent

Before you take part in an activity with Participation People, we'll make sure the right permission has been given.

If you're under 16, this will usually mean asking a parent or guardian to provide consent on your behalf.

If you're 16 or over, you'll usually be able to provide your own consent. For some activities, we may still need permission from a parent or guardian depending on what's involved.

Before you give your consent, we'll explain what information we need, why we need it, how we'll use it and who we might share it with. We want you to understand what you're agreeing to before you say yes.

If you've given us permission, we may contact you through third-party services such as WhatsApp or social media platforms.

These platforms have their own privacy policies, terms of service and age requirements, which apply whenever you use them. We encourage you and your parent or guardian (where appropriate) to read these before signing up or communicating with us through those services.

We will always respect your communication preferences, and only contact you in ways you've agreed to.

7) Your choices and rights

You can ask us at any time to:

- see the information we hold about you
- correct it if something is wrong
- ask us to delete it where we're allowed to
- ask questions about how we're using it
- withdraw your consent.

If you decide to withdraw your consent, we'll explain what that means. Sometimes it may mean you can't continue taking part in a project or activity because we need certain information to keep you safe or deliver the activity properly.

We'll always explain what your options are and what happens next.

To do any of this, email: [**informationrequests@participationpeople.com**](mailto:informationrequests@participationpeople.com)

8) Staying in touch

If you've signed up to receive newsletters or updates about future opportunities, you can unsubscribe at any time by clicking the link in our emails or by contacting us.

9) Questions?

If you have any questions about your information, or you'd like to exercise any of your rights, we'd love to help.

 [**informationrequests@participationpeople.com**](mailto:informationrequests@participationpeople.com)

There are no silly questions.

10) Want to know more?

You can also read our:

- Data Protection and Information Governance Policy
- Safeguarding Policy
- Privacy Notice

You can find these in the About Us section of our website.

These explain in more detail how Participation People keeps people and information safe.