



## STEP 2 DATA PRIVACY NOTICE

There are circumstances where Step 2 will collect, store or process information about you.

The personal information we collect about you will mainly be used by our staff (and volunteers) at Step 2 so that they can support you and provide the best possible service to you. Step 2 may share your information with our trusted partners and suppliers who work with us or on our behalf to deliver our services, but processing of this information is always carried out under our instruction. UK Data Protection Laws help ensure that they store the data securely, delete it when they no longer need it and never use it for any other purposes.

When we ask you for information we will also ask for your consent, which you will be able to withdraw at any point.

Some information, however, can be used without your consent if our funders require it, this may include your age and gender.

We will only use your information where we have a legitimate reason to do so, or where you have given your consent to.

We will only use this information to carry out our contractual obligations, particularly the requirements of our funders.

Occasionally your information may be used for scientific, historical research, or for statistical purposes.

You are entitled at any point to know what information we hold about you, to see that data, correct any errors, ask for it to be deleted, to know what we are going to do with it, and to ask for it to be passed on to a third party.

If you would like any further information about the information we hold, or to update the information we hold, or are unhappy with any use of your data please contact the Data Protection Officer.

The Data Protection Officer for Step 2 Young People's Health is Liz Robinson, Chief Executive Officer. You can contact her at [liz@step2.org.uk](mailto:liz@step2.org.uk), or on 01274 720185.