



Time to Talk Next Steps



Project Privacy Statement



Who is organising Time to Talk Next Steps?

The National Development Team for Inclusion (NDTi) is the organisation delivering Time to Talk Next Steps.

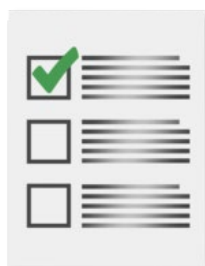
To find out more about NDTi, please call 01225 255 268 or visit our website:

www.ndti.org.uk



Who is funding Time to Talk Next Steps?

The project is funded by The National Lottery Community Fund. It runs until July 2024.



What information is NDTi collecting and why?

When you submit a Request for Support as part of Time to Take Next Steps, we collect the following information:

- Name
- Date of birth





- Email address
- Phone number



- Home address



- Details of someone close to you (name, email, phone number & their relationship to you)



- Name of your school, if applicable



- How you identify (female/male/intersex)



- Ethnic background



- Some details of your additional support needs



- A suggestion from you about your level the level of anxiety you feel



We use this information to decide if we can give you support.

If you are allocated support, we will contact you within six weeks.



Your personal information will be accessed by your Time to Talk Next Steps Supporter, so they can contact you and set up sessions.

We will keep your personal information until October 2024.



If you are not allocated support, we will contact you and delete your personal information within three months of receipt.



How will NDTi ensure my personal information is safe?

Your personal information is stored electronically on NDTi's internal ICT systems.

NDTi's systems meet requirements of a government backed security scheme and the General Data Protection Regulations (GDPR).



Sharing personal information

Your personal information will only be shared with NDTi staff and associates working to deliver Time to Talk Next Steps.



Everything you tell us in your support sessions will be kept confidential within the Time to Talk Next Steps staff team (unless there is a safeguarding issue).



We may include things you say in our reports as quotes, but we will not use your name or any other information that will identify you.



If you ask to be put in touch with other activities or services not run by NDTi, staff can help but they must first get your permission to share your contact details.



Safeguarding

If staff at Time to Talk Next Steps think that you, or someone else, is at risk of harm they must tell someone else what you have said.



What is the legal basis for processing the data?

Under General Data Protection Regulation (GDPR), we need to tell you that the legal basis for us processing your personal information is 'consent'.



By reading this Privacy Statement, submitting a Request for Support form, agreeing to participate and signing the consent form, you are consenting to us processing your personal information.



How will NDTi keep this privacy policy up to date?

NDTi will check this privacy policy once every year. In:

- July 2022
- July 2023
- July 2024

Personal information – what are my rights?



The right to be informed

NDTi must give you information about how they are using our information.



The right of access

NDTi will let you have your information quickly if you ask for it.



The right to rectification

If NDTi holds information about you that is wrong, you have the right to have this corrected.



The right to erasure

You can ask NDTi to get rid of your information at any time.

More information & complaints



If you would like more information about how we will be using your information, or you have a complaint please contact:

Sally Richens, Director of Resources at National Development Team for Inclusion (NDTi)



01225 255 268

office@ndti.org.uk

To speak to someone independent of NDTi, you can contact:



The Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



0303 123 1113

<https://ico.org.uk/concerns/>

