

Leaders Unlocked Privacy Notice

Leaders Unlocked complies with the legal safeguards specified in the Data Protection Act 2018 (The Act), the UK General Data Protection Regulation (UK GDPR) and the Data Use and Access Act 2025 (DUAA). We are committed to protecting your personal information and being transparent about the information we hold about you. Leaders Unlocked is registered with the Information Commissioners Office (ICO) and has notified them of the purposes for which we process data.

www.ico.org.uk

We will respect and keep safe any personal information you share with us, or that we collect in the course of operating our business. We aim to be clear with how we collect, retain and use any of your personal information and not do anything you wouldn't reasonably expect. As most of our projects involve children and young people, we take particular care to protect their personal data and ensure that children's privacy, rights and best interests are prioritised in our data practices, drawing on relevant ICO guidance including the Children's Code. [The Children's Code ICO Guidance and Resources](#)

This privacy notice explains how Leaders Unlocked as 'Data Controller', collects, uses and shares your personal information in the course of operating our business and in relation to our websites.

This privacy notice covers the following:

- What personal information Leaders Unlocked may collect about you
- How we will use that information
- Special categories of personal information
- The lawful basis for collecting and using your personal information
- Your choices and rights
- Whether we disclose your details to anyone else
- Security and how long we hold your personal information
- Changes to this privacy notice

1. Collection of personal information

We collect your personal information when you provide it to us. Personal information is any information that can be used to identify you. We collect information in the following ways:

- **Information you give us:**

For example, when you engage with our social media, make an application to one of our projects, complete consent forms, take part in project activities, email us for information, apply for a job, or otherwise provide us with personal information. This may include providing photographs, audio or video recordings, or joining project communication channels such as WhatsApp groups.

- **Information from third parties:**

We may also receive information about you from third parties, for example of you are referred to us by a college or youth organisation, employer, project partner, or commissioning organisation. This may include information such as your name, email address, phone number, or participation details relevant to the project.

- **Information created during our projects:**

We may create personal information as part of delivering our work, such as photographs, audio recordings, video recordings, feedback forms, and participation records, where appropriate consent has been obtained.

We only collect personal information that is necessary for the purpose of delivering our projects and organisational activities.

2. Use of personal information

We use the personal information you provide us in the following ways:

- To send you information about a project that you have signed up to.

- To respond to your requests for information.
- To report (anonymously) to funders and clients.
- To deliver our projects and activities, including coordinating participation, facilitating workshops, and supporting young people and partners.
- To create photographs, audio recordings, or video recordings where appropriate consent has been obtained, for project delivery, learning, and promotional purposes.
- To fulfil our legal, safeguarding, and organisational responsibilities.

We will only use your personal information for the purposes for which it was collected, or for closely related purposes.

3. Special category personal data

Data protection law recognises that certain categories of personal information are more sensitive. This is known as special category personal data and covers health information, race, religious beliefs, sex life/orientation and political opinions.

We do not usually collect special category personal data unless there is a clear reason for doing so. Such as, where we need this information to ensure we provide appropriate facilities or support to enable you to participate in events or project activities, or where we are required to by our funders/clients in order to measure diversity.

However, we will always make it clear to you when we collect this information from you, what special category personal data we are collecting and why. We will always make it optional for you to give this information, and it will be anonymised when used for reporting purposes. We will only share this information where it is lawful and necessary to do so.

4. Lawful basis

Under the Act, UK GDPR and the Data Use and Access Act 2025 there are different lawful bases for collecting and using your personal information.

In most instances we collect and use your personal information by relying on the legal basis of **legitimate interest**. This is because, for example, when you request information about our services, apply for a job or take part in a project, we have a legitimate organisational interest in using your personal information to respond to you and there is no overriding prejudice to you by using your personal information for this purpose.

In some instances, we will rely on obtaining your **consent** to use your personal information. This includes situations such as where we seek your consent to receive communications from us, or where we collect photographs, audio, or video recordings as part of our projects. You may withdraw your consent at any time by contacting us using the details at the end of this Privacy Notice.

In certain situations, we may also process personal information where it is necessary to fulfil a legal obligation, protect someone's vital interests, carry out activities in the public interest or safeguarding responsibilities.

5. Your choice and your rights

It is always your choice as to whether you want to receive information from us. You can opt out of hearing from us by contacting the Data Protection Compliance Manager Alev Zahir: alev@leaders-unlocked.org

Under the Act, UK GDPR and the Data Use and Access Act 2025 you have a right to request a copy of the personal information we hold about you and to have any inaccuracies corrected. You also have the right to request us to erase your personal

information, request us to restrict our processing of your personal information or to object to our processing of your personal information. We will make reasonable and proportionate efforts to locate and provide your personal data.

Should you wish to exercise these rights we require you to prove your identity with two pieces of approved identification, one of these should be photo ID e.g. passport or driving licence. Please address requests to the Data Protection Compliance Manager, Leaders Unlocked, Clockwise Wood Green, Greenside House, 50 Station Rd London N22 7DE or by email: alev@leaders-unlocked.org

We will respond within one month, of receiving your written request and confirming your identity. Please provide as much information as possible about the nature of your contact with us to help us locate your records.

Where you have provided your consent for our use of your personal information, you always have a right to withdraw your consent at any time.

The accuracy of your personal information is important to us. You can edit the information Leaders Unlocked holds about you, including your address and contact details, at any time. If you would like to change your preferences or update the details we hold about you then, please contact us at: Leaders Unlocked, Clockwise Wood Green, Greenside House, 50 Station Rd, London N22 7DE or by email: alev@leaders-unlocked.org

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe your personal data has been handled improperly. More information is available at www.ico.org.uk

6. Sharing your information

Leaders Unlocked may disclose your personal information in the following circumstances:

- To third parties who provide a service to us and are data processors. This would include our trusted partners that work with us in connection with our projects for example freelance professionals who have been vetted by us. We require these third parties to comply strictly with our instructions, data protection policy and data protection laws and we will make sure that appropriate controls are in place.
- Where we are required to disclose personal information to comply with a legal obligation, including requests from government bodies, regulators, or law enforcement agencies, or to protect the rights, safety, or integrity of Leaders Unlocked or others.

We do not routinely share identifiable personal information with funders or clients. Where reporting is required, this is normally done using anonymised data. If there is ever a need to share identifiable information, we will seek your explicit consent beforehand.

Rest assured, we will never share, sell or swap your details with any third parties for the purposes of their own marketing or the monetising of your data.

Third Party Websites

Our website may contain links to websites not owned or controlled by us, for example, Facebook, X (formerly Twitter), Instagram or other partner platforms. Leaders Unlocked does not have control over these third-party websites. We encourage you to review their privacy notices, as we are not responsible for their privacy practices or how they handle your personal data.

7. Security and Data Retention

Leaders Unlocked uses administrative, technical and physical safeguards designed to safeguard the personal information that we collect. We evaluate these safeguards on an ongoing basis to help minimise risks from new security threats as they become known.

However, we are not responsible for the security of information you transmit to us over networks which we do not control including the internet and wireless networks.

We keep your personal information only for as long as necessary to deliver our projects and fulfil the purposes for which it was collected. In most cases, personal information relating to project participation will be securely deleted within six months of the project ending, unless we are required to keep it for legal, safeguarding, or consent-based purposes. Where your personal information is no longer required, we will ensure that it is securely destroyed.

8. Changes to this Privacy Notice

We may update the terms of this Privacy Notice at any time, so please do check it from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our websites.

If you are unhappy with how we have handled your personal information, we would like to hear from you. Your feedback helps us improve our services and ensure we are meeting our data protection responsibilities. Please contact us at: Leaders Unlocked, Clockwise Wood Green, Greenside House, 50 Station Rd, London N22 7DE or by email: alev@leaders-unlocked.org

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK data protection regulator. Further information is available at www.ico.org.uk