

Youth for Christ Northern Ireland's Privacy Notice

This Privacy Notice applies to every individual who has contact with Youth for Christ Northern Ireland and sets out why and how we collect and use the personal data provided to us (online, in person, in other correspondence or by other means).

Who we are:

Youth for Christ Northern Ireland Ltd is a Christian youth organisation that works with young people across all regions of Northern Ireland. Established in 1947, it is part of the world-wide family of Youth for Christ which operates in over 100 countries and has over 27,000 staff and volunteers working around the world. Youth for Christ Northern Ireland exists to see an unreached generation transformed, working with local churches, partners and the community; to see young people across Northern Ireland experience, share and be transformed by the love of God, and reach their full potential; physically, emotionally, educationally and spiritually.

We are registered with The Charity Commission Northern Ireland (NIC106072), registered as a company in Northern Ireland (NI046276) and with the ICO (Information Commissioner's Office), registration number ZB179126.

The principles which guide our approach are:

We care about privacy: We believe deeply that each individual matters and so your interaction with Youth for Christ Northern Ireland should reflect that. In particular, we are committed to your privacy and looking after your personal information with the highest standards of care and integrity. We are also committed to operating lawfully and within the General Data Protection Regulation (the UK GDPR).

We only collect what is needed: We gather the information essential to help us serve you or which you have agreed we can use for your specific connection or involvement.

We do not keep or use data any longer than is necessary: We only use or store your information for as long as you are connected or involved, or where we have a legal obligation to retain specific records. We dispose of all unnecessary information in a timely and appropriate manner.

We prioritise security: We strive to keep your information secure (digital and physical). We will never pass it on to another charity or company for their own purposes and we only share data with carefully selected service providers who work for us and care for your data as we do. We will also respond swiftly where action regarding data is required (e.g. Data Breach or Data Subject Requests).

To find out more, please don't hesitate to get in touch.

You can email (info@yfcni.org), phone (02890667980) or write to us (Data Protection Lead, 147 Albertbridge Road, Belfast, BT5 4PS). We are registered with The Charity Commission Northern Ireland (NI106072) and registered as a company in Northern Ireland (46276). Youth for Christ Northern Ireland is registered with the Information Commissioner's Office (ZB179126).

Your Data

What personal data do we collect?

Personal data is any information which can be used to identify you. For example, it can include information such as your name, bank account details, address, telephone number, photos or videos, and email address.

Special Category Data is defined in the UK GDPR as:

- personal data revealing racial or ethnic origin;
- personal data revealing political opinions;
- personal data revealing religious or philosophical beliefs;
- personal data revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- data concerning health;
- data concerning a person's sex life; and
- data concerning a person's sexual orientation.

This is a legally recognised category and we will only ask for this information if there is a good reason for us to do so. When we collect this information, we will make it clear to you what we are collecting and why. Unless we say otherwise, we will always ask for your consent before using special category data.

How do we collect personal information?

We collect information in various ways.

- Information that you give us directly

We collect information when you connect with us whether that is to sign up to be a volunteer, register your young person for Drop In, register your young person for an event or residential, make a donation, sign up for email or printed newsletters, engage with our social media, apply for and / or take up a role as a staff member or Board member. Information is

gathered through paper forms, website interaction, online forms or speaking to staff members.

- Information that you give to us indirectly

Your information may be shared with us by fundraising sites such as Justgiving or Mailchimp. These independent third party sites will only share information when you have indicated that you consent to support Youth for Christ Northern Ireland and to share your information. You should check the third party site's Privacy Notice when you provide your information to understand how they will process your data.

- Information from others

We may receive information about you from another connected individual for example, a supporter seeking to make a donation on your behalf or an individual who names you as a referee for a job or volunteer position. If we receive information about you from third parties, we will provide you with details of whom we received it from as soon as possible.

- Information from public sources

We may use public information alongside information you provide such as census information to inform our youth work planning and gain a better understanding of the areas we work in.

How do we use personal data?

We use personal data for a range of purposes which help us fulfil the purposes of the work of Youth for Christ Northern Ireland.

These include:

- Ensuring programmes are safe for young people and take into account any medical needs
- Communicating with supporters and donors to inform them about the work
- Enabling us to comply with legal requirements and hold appropriate records
- Ensuring all safeguarding practices are adhered to
- Responding to emergencies or concerns
- Supporting and providing relevant information to volunteers, parents or young people
- Recruiting and managing staff and volunteers
- Fundraising and promoting the interests of the organisation
- Administrative purposes including management of funding or donations

Please note: You do not have to disclose any of this information to browse our websites.

However if you choose to withhold requested information, we may not be able to provide you with certain services.

What are the lawful bases for our use of your information?

We will use your information when we have your consent. This includes sending you emails, text messages and other electronic communication to keep you updated in line with your choices. Where we rely on your consent to use your information, you have the right to withdraw that consent at any time.

We will use your information when we believe it is necessary to comply with a legal obligation, for example, gift aid returns to HMRC.

We will use your information when we believe there is a vital interest such as protecting your life when you cannot give consent. Recognised legitimate interests is the lawful basis for using this information.

We will use your information when it is in our legitimate interest to perform a contract that we hold with you, for example, with staff members.

We will use your information when it is for the purposes of our legitimate interests. This involves using your data in ways you would reasonably expect based on your connection with Youth for Christ Northern Ireland.

We will use explicit consent when asking for special category data.

Security and Sharing

We place great importance on the security of all personal data held by Youth for Christ Northern Ireland.

Storage

We work to ensure that all personal data is protected securely against unauthorised access and theft. We place a high priority on trustworthiness, integrity and confidentiality across our staff and volunteers with those accessing personal data being trained to an appropriate level. Information stored by Youth for Christ Northern Ireland is held on a password protected cloud based computing system and in paper format in secure filing in our offices. Information on paper is kept to a minimum and shredded once no longer needed.

Staff computers are encrypted and access to financial, sensitive or special categories of information carries more restricted access. All information is destroyed after relevant timelines have been completed unless we need to keep the information for a longer period, for example as a result of a safeguarding incident.

How long do we keep personal information?

We will hold the personal data on our systems as long as is needed to fulfil the purpose for which we hold the data or as long as is required by law for the relevant purpose.

We will keep personal data about employees for 10 years post employment. Pension details may be held permanently. Role applications for unsuccessful candidates will be held for 6 months post recruitment. Timesheets will be held for 2 years. Access NI and safeguarding training details will be held for 2 years from when staff leave the organisation. Employees' basic data should be held for 75 years.

We will keep personal data about volunteers for 2 years post involvement. Access NI and safeguarding training details will be held for 2 years post involvement. Volunteers' basic data should be held for 75 years.

Financial information should be held for 6 years from the last financial year.

All incident and accident reports should be kept for 75 years. Safeguarding concerns and incident reports should be kept for 75 years. Any substantiated or unsubstantiated allegations against staff or volunteers should be held for 75 years. Sign ins or records of attendance should be held for 3 years. Consent forms for young people should be held until the young person turns 21 - this is extended to age 25 for young people who have special education needs and disabilities, or are involved with social services.

Leases should be held for 12 years after the lease and liabilities under the lease have terminated. Trademarks, copyrights and patents, property deeds and purchase/sale agreements should be held permanently.

Trustee minutes, annual accounts, trust deeds and constitution should all be held permanently. Health and Safety records should be only held for three years for general records and should be held permanently for records relating to hazardous substances.

Any information for historical value should be held permanently.

You may ask us to keep a record of your data to ensure we do not contact you. Alternatively when there is a request for erasure, we will comply with your wishes.

Where your information is no longer required, we will ensure that it is disposed of in a secure manner. Information will only be kept as long as necessary for the purposes for which you provided it, or we obtained it and will be minimised to ensure we only keep what is necessary.

Sharing

We will never sell or share your personal information with other organisations to use for their own purposes. However Youth for Christ Northern Ireland may disclose your personal information in the following circumstances:

- Collaboration

If we run an event or initiative in collaboration with another named organisation, your information may need to be shared with them and those who provide services to help us deliver the event. We will make it clear what will happen to your data when you register.

- Legal requirement

We will share your information if we are under a duty to disclose your personal information in order to comply with any legal obligation, or in order to enforce or apply our rights, or to protect Youth for Christ Northern Ireland for example this may include reporting to the Charity Commission regarding serious incidents..

- Specialised services

We may employ other companies and individuals to perform functions on our behalf. Examples may include payment processings, communication, website hosting, file storage and sharing. These data processors have access to personal information needed to perform their functions but are not permitted to use it for other purposes. We require these third parties to comply strictly with our instructions and data protection laws and will ensure that appropriate controls are in place. In each of these cases, an appropriate contract will be in place which will include data protection responsibilities.

Your rights

The General Data Protection Regulation provides the following rights to you¹:

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the “right to be forgotten”)
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information (“data portability”)
- Rights in relation to automated decision-making or profiling which has a legal effect or otherwise significantly affects you

¹ [NICVA Privacy Notice](#)

We are committed to upholding your rights. You can contact us for further clarification or any concerns you have regarding your personal data that we hold by contacting the Data Protection Lead using the details below.

The right to see the information held about you

You can ask us to see the data we hold about you. This is known as a data subject access request. We are happy to give you all the information we can. This is a straightforward procedure which will include verifying your identity. It won't cost you anything. You can ask for a subject access request by emailing info@yfcni.org.

Complaints

If you would like to share a concern or make a complaint about how Youth for Christ Northern Ireland has handled data, please use our online complaints form which can be found on our website: yfcni.org. Alternatively you can submit a complaint to our team at info@yfcni.org or directly to the relevant Centre. Our team will respond within one month to your complaint.

Complaints should be directed to Youth for Christ Northern Ireland. However, for those residing in the EU, individuals are entitled to be able to make a complaint directly to another person in the EU about how Youth for Christ Northern Ireland and its interdependent centres have used or processed data. The representative within the EU is Marieke Klaasse and she can be contacted at marieke.klaasse@yfcni.org.

Contact

If you have any questions about any aspects of this notice or think we have made a mistake in any way, please let us know and we will work hard to make things right.

You can email (info@yfcni.org) phone (02890667980) or write to us (Data Protection Lead, 147 Albertbridge Road, Belfast, BT5 4PS).

If your concern is not addressed you can contact the Information Commission (UK) on 0303 123 1113; via their website <https://ico.org.uk/make-a-complaint/data-protection-complaints/> or by writing to the Information Commission, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This privacy notice was last updated on 21st April 2026.