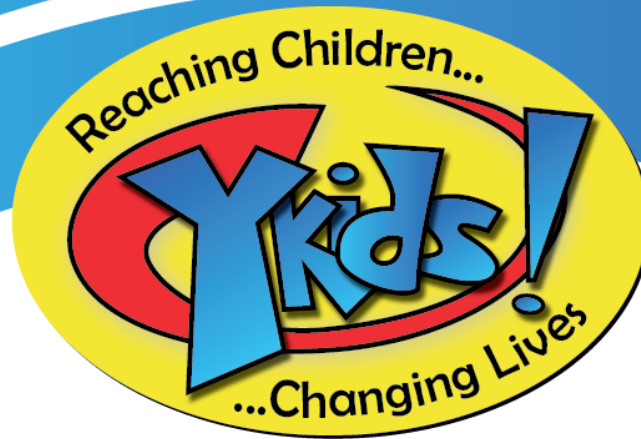




Ykids Ltd

Privacy Notice

Version 2
September 2026

This statement will be reviewed every 2 years. The next review date is September 2027	
Signed CEO:	Date:
Signed Chair of the Board: Dr Jaime Craig 	Date: 17.10.26

Contact details of Data Controller

Ykids Ltd
Registered charity number: 1141530
Registered company number: 7150747

98a Linacre Lane
Bootle
L20 6ES

Email: admin@ykids.co.uk

There is no formal Data Protection Lead, but emails will be reviewed by Claire organs, CEO, and where necessary, the Board of Trustees.

This privacy notice tells you what to expect us to do with your personal information.

Contents

Contact details of Data Controller	1
What information we collect, use, and why.....	3
Children’s personal data	3
Lawful bases and data protection rights	4
Our lawful bases for the collection and use of your data	5
Where we get personal information from	6
How long we keep information	6
Who we share information with.....	7
Data processors	7
Upshot.....	7
Xeinadin	7
Aviva.....	7
MICT	7
The Charity Commission and Companies House	7
Others we share personal information with	7
International Transfers	7
Automated Decision Making	7
How to complain.....	8
The ICO’s address:	8

What information we collect, use, and why

We collect or use the following information to provide services and goods, including delivery and third-party referrals:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Emergency contact details
- Photographs or video recordings
- Service use history
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Dietary information (including allergies and health conditions)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about work, home and living conditions

We also collect or use the following special category information to **provide services and goods, including delivery and third-party referrals**. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information

Where we process special category data, we rely on Article 9(2)(a) (explicit consent) and/or Article 9(2)(g) and (h) (substantial public interest, safeguarding of children and individuals at risk, and provision of social care), with appropriate safeguards in place.

Children's personal data

Many of our services are provided to children and young people. Where this is the case, we collect and process personal data with the consent of a parent or person with parental responsibility, or where required to meet safeguarding or legal obligations.

We collect or use the following information to receive donations or funding and organise fundraising activities:

- Names and contact details
- Addresses
- Payment or banking details
- Donation history
- Tax payer information (for Gift Aid purposes)

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Marketing preferences
- Recorded images, such as photos or videos
- Records of consent, where appropriate
- We collect or use the following personal information to **comply with legal requirements**:
- Contact information
- Health and safety information
- Safeguarding information
- Criminal offence data

Where we process criminal offence data, this is done in accordance with Article 10 UK GDPR and Schedule 1, Part 2 of the Data Protection Act 2018, for safeguarding children and individuals at risk and meeting legal obligations.

We also collect or use the following special category information to **comply with legal requirements**. This information is subject to additional protection due to its sensitive nature:

- Health information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access](#).
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification](#).
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure](#).

- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)
- If you make a request, we must respond to you without undue delay, and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide services and goods, including delivery and third party referrals are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

We collect consent through the form of registration via our database. When you first sign up with us to participate in groups or activities, and then every September following, we will update your or your child’s profile on our database, which includes verbally asking you for consent to continue collecting your data for the above purposes. Where consent is obtained verbally, a record of that consent is logged on our secure database, including the date and purpose of consent. You may withdraw your consent at any time.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legitimate interests** – we process anonymised or aggregated information where necessary to demonstrate impact to funders and support the sustainability of our services, without overriding the rights of individuals.

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to **comply with legal requirements** are:

- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Where we get personal information from

- Directly from you
- Family members or carers

How long we keep information

We retain personal information regarding adults in our database for a period of seven (7) years following the date of last contact. Personal information relating to children is retained until the individual reaches the age of eighteen (18), after which the standard retention period for adults applies, unless there is a safeguarding issue on record (see below)

After the retention period, records will be archived. Archived records are restricted from active use, and access is limited to authorized staff only. Archived records remain securely stored and may be reactivated if appropriate. Archived records are kept solely for the purposes of record recovery in a legal or safeguarding situation.

In accordance with the UK Government Guidance ([Data protection in schools - Record keeping and management - Guidance - GOV.UK](#)), records relating to a child protection or safeguarding issue are kept until the child's 25th birthday. If the file relates to child sexual abuse, the records are retained until the child's 75th birthday. Files relating to allegations of child protection against a staff member should be kept until the staff member's normal retirement age, or 10 years from the date of the allegation, whichever is later.

In some cases, records may need to be kept for a longer retention period. For example, if:

- The information in the records is relevant to legal action that has been started but is not finished
- The records have been archived for historical purposes (such as if the records are relevant to legal proceedings involving the organisation)

Who we share information with

Data processors

Upshot

This data processor runs Upshot, the secure online database that stores information about our service users, staff and volunteers. A copy of the Upshot privacy policy can be found on their website.

Xeinadin

This data processor processes our payroll information.

Aviva

This data processor processes our pension information.

MICT

This data processor manages our IT systems.

The Charity Commission and Companies House

We submit the necessary details regarding the business such as some trustee information.

Others we share personal information with

- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Relevant regulatory authorities
- Publicly on our website, social media or other marketing and information media

We will only share personal information publicly, including images, where appropriate consent has been obtained.

International Transfers

We do not routinely transfer personal data outside the UK. Where this becomes necessary, appropriate safeguards will be in place.

Automated Decision Making

We do not carry out automated decision-making or profiling.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>