



## Leaders in Community Privacy Notice

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

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- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
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- [Who we share information with](#)
- [How to complain](#)

### Contact details

#### Post

Teviot Centre, Wyvis Street, LONDON, E14 6QD

#### Email

[info@leadersincommunity.org](mailto:info@leadersincommunity.org)

## 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
- Next of kin details
- Photographs or video recordings
- Right to work information
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Dietary information (including allergies and health conditions)
- Information about support requirements
- Information about lifestyle, interests or personal history
- Payment details (including card or bank information for transfers and direct debits)
- Website user information (including user journeys and cookie tracking)
- Information relating to compliments or complaints
- Age

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

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

- Names and contact details
- Email address
- Marketing preferences
- Recorded images, such as photos or videos
- Records of consent, where appropriate
- Age, where appropriate as a youth charity

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Any other personal information required to comply with legal obligations
- Health and safety information
- Safeguarding information
- Age, where appropriate as a youth charity

We collect or use the following personal information for **recruitment purposes**:

- Contact details (e.g. name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (e.g. job application, employment references or secondary employment)
- Education history (e.g. qualifications)
- Right to work information
- Details of any criminal convictions (e.g. Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (e.g. basic checks and higher security clearance)

We also collect or use the following special category information for **recruitment purposes**.

This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Age
- Gender
- Religious or philosophical beliefs

We collect or use the following personal information for **volunteering purposes**:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Emergency contact details
- Next of kin details
- Age
- Gender

## Lawful basis 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 basis for the collection and use of your data

### Services and Goods

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 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 must collect or use the information so we can enter into or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability.

Our legitimate interests are:

### Compliance with GDPR

Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to our membership, engaged with our programmes and/or legitimate interest).

Legitimate interest means there is a valid reason for Leaders in Community to do so. This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests.

**We will never sell or swap your details.** We use your personal data for the following purposes:

- To enable us to provide current and future services and goods to meet the needs of children and young people
- To enable us to provide support and advice for the benefit of those working with children and young people within the Youth Sector Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested.

Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

- To inform you of services and goods offered by Leaders in Community

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

- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.
- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

#### **Donations and Fundraising**

Our lawful basis 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 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 must collect or use the information so we can start or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to our membership, engaged with our programmes and/or legitimate interest). Legitimate interest means there is a valid reason for Leaders in Community to do so.

This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests. We will never sell or swap your details. We use your personal data for the following purposes:

- To maintain our own accounts and records
- To receive donations, funding and/or fundraising activities
- To inform you of news, events, activities and services offered by Leaders in Community Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

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

- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.
- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

### **Services Update / Marketing Purposes**

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 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 must collect or use the information so we can enter into or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability. Our legitimate interests are:

- Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to our membership, engaged with our programmes and/or legitimate interest). Legitimate interest means there is a valid reason for Leaders in Community to do so. This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests. We will never sell or swap your details. We use your personal data for the following purposes:

- To enable us to provide current and future services and goods to meet the needs of children and young people
- To enable us to provide support and advice for the benefit of those working with children and young people within the Youth Sector
- To inform you of news, events, activities and services offered by Leaders in Community Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

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

- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.
- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

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

- Consent - we have permission from you after we gave you all the relevant information. All 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 must collect or use the information so we can enter into or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability.

Our legitimate interests are:

- Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to our membership, engaged with our programmes and/or legitimate interest). Legitimate interest means there is a valid reason for Leaders in Community to do so. This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests. We will never sell or swap your details. We use your personal data for the following purposes:
  - To enable us to provide current and future services and goods to meet the needs of children and young people
  - To enable us to provide support and advice for the benefit of those working with children and young people within the Youth Sector
  - To manage our recruitment processes, employees, trustees and volunteers
  - To maintain our own accounts and records
  - To receive donations, funding and/or fundraising activities
  - To inform you of news, events, activities and services offered by Leaders in Community.

Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

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

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- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

## Recruitment

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All 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 must collect or use the information so we can enter into or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to our membership, engaged with our programmes and/or legitimate interest). Legitimate interest means there is a valid reason for Leaders in Community to do so.

This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests. We will never sell or swap your details. We use your personal data for the following purposes:

- To manage our recruitment processes, employees, trustees and volunteers.

Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

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

- Vital interests – collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.
- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

## **Volunteering**

Our lawful bases for collecting or using personal information for **volunteering purposes** are:

- Consent - we have permission from you after we gave you all the relevant information. All 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 must collect or use the information so we can enter into or carry out a contract with you. All your data protection rights may apply except the right to object.
- Legal obligation – we must collect or use your information so we can comply with the law. All 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 your data protection rights may apply, except the right to portability. Our legitimate interests are:
  - Leaders in Community complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We will process your personal data based on your consent, and/or because we need to use it to fulfil a contract with you (e.g. because you have subscribed to

our membership, engaged with our programmes and/or legitimate interest). Legitimate interest means there is a valid reason for Leaders in Community to do so. This could include making improvements to our services, to manage relationships with our supporters and to comply with relevant legislation. Whenever we process your information in this way, we ensure that we consider your rights and interests. We will never sell or swap your details. We use your personal data for the following purposes:

- To enable us to provide current and future services and goods to meet the needs of children and young people
- To enable us to provide support and advice for the benefit of those working with children and young people within the Youth Sector
- To manage our recruitment processes, employees, trustees and volunteers
- To maintain our own accounts and records
- To receive donations, funding and/or fundraising activities
- To tell you about news, events, activities and services offered by Leaders in Community

Personal information provided to Leaders in Community by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations without your permission.

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

- Vital interests – collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All your data protection rights may apply, except the right to object and the right to portability.
- Public task – we must collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All your data protection rights may apply, except the right to erasure and the right to portability.

## How long do we hold your personal data for

- Directly from you
- Family members or carers
- Charities or voluntary sector organisations
- Schools, colleges, universities or other education organisations
- Councils and other public sector organisations
- Suppliers and service providers

[Paste your retention schedule [here](#).]

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

The suggested retention periods are based on from IRMS (<https://irms.org.uk/>)

- Employee Records: 6 years after the employee leaves the organisation.
- Financial Records: 7 years to comply with tax and audit requirements.
- Health and Safety Records: 3 years after the date of the last entry.
- Beneficiary Records: 6 years after the end of the relationship.
- Marketing and Sales Records: 3 years from the date of the last interaction.
- Legal Records: 6 years after the matter is closed.
- Research Data: indefinitely if anonymised or pseudonymised, otherwise, it will be reviewed periodically

## Who we share information with

Others we share personal information with

- Charities and voluntary organisations
- Organisations we need to share information with for safeguarding reasons
- Local authorities or councils
- Relevant regulatory authorities
- Organisations we're legally obliged to share personal information with
- Publicly on our website, social media or other marketing and information media

## 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.

**Commented [AL1]:** suggested retention periods based on advice from IRMS (<https://irms.org.uk/>) Employee Records: 6 years after the employee leaves the organisation.

Financial Records: 7 years to comply with tax and audit requirements.

Health and Safety Records: 3 years after the date of the last entry.

Beneficiary Records: 6 years after the end of the relationship.

Marketing and Sales Records: 3 years from the date of the last interaction.

Legal Records: 6 years after the matter is closed.

Research Data: Can be retained indefinitely if it is anonymised or pseudonymised, otherwise, it should be reviewed periodically

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>

**Last updated** 25 September 2025