

# Your Data Matters

## YouTurn

Restore, Reform & Reintegrate



Registered charity number: 1156468

YouTurn Futures

c/o Bedfordshire Fire and Rescue Service

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[www.youturnfutures.com](http://www.youturnfutures.com) & [www.directionforbedfordshire.co.uk](http://www.directionforbedfordshire.co.uk)

If you have any concerns or wish to complain about how we are storing or using your data please contact our Director, Stuart Smith by emailing: [admin@youturnfutures.com](mailto:admin@youturnfutures.com)

## About

Almost every transaction and interaction you have with organisations involves you sharing personal data, such as your name, address and birth date. You share data online too, every time you visit a website, search for or buy something, use social media or send an email. Sharing data helps make life easier, more convenient and connected. But your data is your data. It belongs to you so it's important your data is used only in ways you would reasonably expect, and that it stays safe. Data protection law makes sure everyone's data is used properly and legally.

As a charity, YouTurn Futures is commissioned by many authorities to support service users who may need help to overcome barriers to making better life choices.

Where we can, we will tell you when we intend to share your data or information about you, so you understand who we are discussing your case with and why. The following points outlined on the right of the page summarise your rights.

This document is a summary of your rights on how we collect, use and store your personal information. If you would like further information then this can be accessed at: <https://ico.org.uk/your-data-matters/>

### 1. You have the right to know if we are using or storing your personal data or information:

YouTurn Futures holds your information securely and we will always tell you with whom and why we are sharing it, unless doing so places others at risk of harm.

### 2. You have the right to access your data we are holding

This is called a Subject Access request, SAR. You can ask us verbally or in writing for copies of your personal information to understand: What information we hold; how we are using it; who we are sharing it with; or where the data came from.

### 3. You have the right to get your data corrected

We want to make sure that the data we hold about you is accurate, you can ask for it to be corrected or deleted. If your data is incomplete, you can ask us to complete it by adding more details

### 4. You have the right to get your data deleted

In certain circumstances you can ask us to delete your personal data. There are circumstances in which we should do this. For example, we no longer need to keep it for the original reason it was collected, perhaps you have now withdrawn your consent or you may have objected to the use of your data.

### 5. You have the right to tell us how you would like us to limit how we use your data

Please tell us if you have concerns over the accuracy of the data you think we hold or you object to how we may use the data.

### 6. You have the right to data portability, moving it from one organisation to another:

You can ask us to transfer your data to another organisation electronically in a machine readable format.

### 7. You have the right to object to the use of your data

This means that you can stop or prevent us from using your data. However it only applies in certain circumstances, and we may not need to stop if we can give strong and legitimate reasons to continue using your data.

### 8. You have the right to object to the use of your data

This is where decisions are made without a person being involved in that process. YouTurn Futures doesn't use such automated processes or use your information for profiling. However, you can still raise your concerns with us if you need to.

### 9. You can access information held about you by a public body

Under the Freedom of Information Act and the Environmental Information Regulations you have a right to request any recorded information held by a public authority.

### 10. You have the right to be confident that YouTurn Futures is handling your personal information responsibly and in line with good practice

Please raise your concerns with us if you think we are:

- Not keeping your information secure;
- Have inaccurate information about you;
- Have disclosed information about you unlawfully;
- Keeping information about you longer than necessary; or
- Have collected information for one reason and now using it for another reason