**Privacy notice**

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

**Your information**

The Young Foundation is administering this survey on behalf of a consortium of professional and regulatory bodies (see Appendix 1). The Young Foundation and the consortium are jointly responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 as ‘joint data controllers’ of your personal information for the purposes of those laws.

**The personal information we collect and use**

As part of the survey, we will ask you to provide the following personal information. You can choose to skip any question and not provide this information, if you prefer. The questions are about your:

* Age
* Gender
* Ethnic background
* Religious belief
* Sexuality
* Disability
* Status as a carer
* Family background
* Geographic location
* Information about your experiences and perceptions of equality, diversity and inclusion within your profession and/or workplace

You will also have the option to register your interest in taking part in future research. If you opt-in, you will be asked to provide:

* Your full name
* Your email address

**How we use your personal information**

The personal information you provide will be stored separately from your name and email address, if you provide them.

The anonymised personal information will be used only for research purposes: to profile the members of each profession; and to understand differences in experiences and perceptions in relation to equality, diversity, and inclusion depending on people’s background and identity.

We will only use your full name and email address, if you supply it, to contact you in relation to follow-up research as part of this project, with your consent.

**Who we share your personal information with**

The Young Foundation will be responsible for collecting and analysing your answers in order to derive insights. While all joint controllers are responsible for determining how and why this analysis is undertaken, to ensure your data is not processed unnecessarily, The Young Foundation will not share your identifiable personal information with any other third parties, including the professional or regulatory body of which you are a member.

Anonymised and/or aggregated research data will be shared with your professional or regulatory body and may be used in published reports or other communications, either by The Young Foundation, your professional or regulatory body, or the consortium of professional and regulatory bodies who commissioned this research.

We will share personal information with law enforcement or other authorities if required by applicable law. Data is stored electronically and The Young Foundation’s IT suppliers can access the information if necessary. They cannot use your personal data for their own purposes and your data is secure and confidential.

**How long your personal data will be kept**

If you choose to provide to The Young Foundation your name and email address for the purpose of taking part in follow up research for this project, they will hold it until the project is complete. It will be securely destroyed at that point.

The anonymised research data may be stored for up to ten years.

**Reasons we can collect and use your personal information**

We rely on Consent (that you have given clear consent for us to process your personal data for a specific purpose) as the lawful basis on which we collect and use your personal data.

**Your rights**

Under the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018 you have a number of important rights free of charge. In summary, those include rights to:

* fair processing of information and transparency over how we use your use personal information
* access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
* require us to correct any mistakes in your information which we hold
* require the erasure of personal information concerning you in certain situations
* receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
* object at any time to processing of personal information concerning you for direct marketing
* object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
* object in certain other situations to our continued processing of your personal information
* otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner’s Office (ICO)](http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)on individuals’ rights under the General Data Protection Regulation.

If you would like to exercise any of those rights, including withdrawing your consent for the data to be used in this research please:

* email, call or write to us at hello@youngfoundation.org,
* let us have enough information to identify you (e.g. your name and email address),
* let us know the information to which your request relates

Please note that survey response data is anonymised and therefore does not constitute personal data after analysis has occurred. Your personal data rights apply only to personal data held.

**Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information (including our IT service providers) will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**How to complain**

We hope that we can resolve any query or concern you raise about our use of your information.

The [UK](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) Data Protection Act (2018) also gives you right to lodge a complaint with the Information Commissioner who may be contacted at [ico.org.uk/concerns](http://ico.org.uk/concerns/) or telephone: 0303 123 1113.

**Changes to this privacy notice**

This privacy notice was published on 23 September 2022.

We may change this privacy notice from time to time. You should check this policy occasionally to ensure you are aware of the most recent version.

**How to contact us**

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to hello@youngfoundation.org, write to The Young Foundation, Toynbee Hall, 28 Commercial Street, E1 6LS or call 020 8980 6263.

**Appendix 1**

The consortium of professional and regulatory bodies who have commissioned this research and act as Joint Data Controllers is comprised of:

[The Association of Chartered Certified Accountants](https://www.accaglobal.com/uk/en.html) (ACCA)

[The Chartered Insurance Institute](https://www.cii.co.uk/CII) (CII)

[CILEx Regulation - Legal regulator](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fcilexregulation.org.uk%2f&c=E,1,On0yuipIeTq1qW9cHYFaYWUx25_tsWRnGf-aAsihmWpjMBDupucgAy2bV_1dfQw-BFQHnUWoB26kFQT_5gMknjadr9hsooNSNPEpeW2XZWM,&typo=1) (CRL)

[The Chartered Institute of Personnel and Development](https://www.cipd.co.uk/) (CIPD)

[The Chartered Institute of Public Finance and Accountancy](https://www.cipfa.org/) (CIPFA)

[The Chartered Institute of Public Relations](https://www.cipr.co.uk/) (CIPR)

[The Chartered Institute of Procurement and Supply](https://www.cips.org/) (CIPS)

[The Chartered Management Institute](https://www.managers.org.uk/) (CMI)

[The Institute of Chartered Accountants of Scotland](https://www.icas.com/) (ICAS)

[The Institution of Engineering and Technology](https://www.theiet.org/) (IET). Their contact details are found here: [IET contacts (theiet.org)](https://www.theiet.org/about/contact-us/)

[The Institution of Occupational Safety and Health](https://iosh.com/) (IOSH)

[The Institute of Workplace and Facilities Management](https://www.iwfm.org.uk/) (IWFM)