

#iwill Fund Impact Evaluation and Learning Partnership - Privacy Policy

Proudly supporting
youth social action



Department
for Culture,
Media & Sport



Dartington Service Design Lab is committed to protecting the personal data that we collect and process. Please read the following information carefully as it gives you details of the Impact Evaluation and Learning Partnership, how we process data and your data protection rights, should you choose to take part.

Larger print versions of this document are available on request.

Purpose of the Impact Evaluation and Learning partnership

The National Lottery Community Fund has commissioned Warren House Group at Dartington to carry out Impact Evaluation and Learning activities of the #iwill Fund programme. The #iwill Fund is a £66 million joint investment from The National Lottery Community Fund and the Department for Culture, Media and Sport (DCMS). The #iwill Fund brings together a group of organisations who all contribute funding to embed meaningful social action into the lives of young people. Youth social action refers to activities that young people undertake to make a positive difference to others, their community or the environment.

The purpose of the Impact Evaluation and Learning activities is to understand the experiences and difference the #iwill Fund makes to young people and the organisations that support young people to access high quality social action opportunities. The #iwill Fund is England wide.

Who is carrying out the Impact Evaluation and Learning contract

For the purposes of the Impact Evaluation and Learning contract, The National Lottery Community Fund and DCMS are joint data controllers. The work is being undertaken by Dartington Service Design Lab (on behalf of Warren House Group at Dartington) along with Renaisi, Ipsos and YMCA George Williams College (the Consortium). Dartington Service Design Lab and the Consortium members are data processors.

How we protect your personal information

As part of the #iwill Fund Impact Evaluation and Learning Contract, Dartington Service Design Lab and the Consortium will collect information from #iwill Fund Match Funders, delivery organisations and young people involved with the #iwill Fund, process this data for evaluation purposes, and share the findings with Match Funders, delivery organisations, young people and key stakeholders. We are collecting and processing your information under a task carried out in the public interest on behalf of The National Lottery Community Fund. This falls under the category of a public task, which means that we have a lawful basis to carry out this evaluation because it is in the public interest. We will

always tell you about the information we wish to collect from you and how we will use it, further details will be given to those participating in an information sheet.

Dartington Service Design Lab and the Consortium will protect your personal information in the following ways:

- We will only collect and hold the minimum amount of data we need for the purpose of the evaluation;
- We will use anonymous data wherever possible so that you cannot be recognised and your privacy is protected;
- We will not process your data in ways likely to cause any harm;
- We will store all personal information securely, in encrypted files on secure servers.

Sharing information with others

We will not personally identify you (for example your name or contact information) or your organisation in our reports, case studies videos, images or other outputs without your prior consent. Only a small number of people from Dartington Service Design Lab and the Consortium will see what you tell us. All files will be encrypted with a password. We will collect your consent to participate in activities and events, or to identify individuals and organisations, separately to this privacy notice. This will include providing all relevant information to allow participants to make an informed decision to give consent to take part.

We may also send interview and event recordings to a transcription company to be typed up: we have assessed this company to ensure they have the adequate security procedures for holding and deleting the data, and we will send the recordings to them securely. When we send the recordings, they will not contain any information (such as your name or the #iwill Fund Match Funder or delivery organisation name) that could identify you personally.

We will not share what you tell us with anyone else, including The National Lottery Community Fund and DCMS, in a way that could identify you personally. However, if we have conducted interviews with your #iwill Fund Match Funders or deliver organisations, we may identify your #iwill Fund Match Funders or deliver organisations as a "case study" in our reports. Where #iwill Fund Match Funders or delivery organisations are identified in our reports, we will check this first to make sure you are happy with what we have written.

Storing information

Your data will be stored securely by Dartington Service Design Lab for the duration of the evaluation, which is five years (November 2022 to March 2027). If you have taken part in an interview, your interview will be given a unique identifier number and transcripts from your interview will include that number instead of your name. Recordings from research interviews and events will be encrypted and stored securely. Dartington Service Design Lab and the Consortium will retain contact details of staff/volunteers for organising and conducting interviews, workshops and events, and sharing resources with you. All personal data will be securely destroyed six months after the completion of the #iwill Fund Impact Evaluation and Learning contract (September 2027). After this time, an anonymised dataset will be archived with the UK Data service (UKDS) for use in future research.

Your data protection rights

The rights you have are set out in data protection legislation, which is designed to protect and support the personal data rights for everyone in the UK. Your rights include:

- the right to be informed about who is collecting and processing your data: we set this out above;

- the right of access: to understand what information about you is being used and how;
- the right to ask for your personal data to be erased. Some data e.g. survey data is collected anonymously so cannot be withdrawn once you have given permission for it to be used;
- the right to request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate, or the reason for processing it;
- the right to object to our processing of your personal data.

There are other rights not listed here and exemptions may apply. For more details see here: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/> or contact our Data Protection Officer (see below).

If there are any problems with our handling of your data, we will notify you and the organisation that is responsible for regulating this where we are legally required to do so. We will not move or share information about you outside the EU and it will be held securely at all times.

Your right to complain

If you are unhappy about how your personal data has been used, please contact either The National Lottery Community Fund or Dartington Service Design Lab using the contact details below. You can also contact the Information Commissioner's Officer via their website at www.ico.org.uk/concerns or at:

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

How to contact us

If you have a query on how your personal data is used or report a data security breach please contact either:

The National Lottery Community Fund's Data Protection Officer at The National Lottery Community Fund at Apex House, 3 Embassy Drive, Birmingham B15 1TR or data.protection@tnlcommunityfund.org.uk

or

Dartington Service Design Lab, Lower Ground Floor, Higher Mills, Buckfast Abbey Buckfastleigh, Devon TQ11 0EE

If you wish to make a request with regards to any of your data protection rights, please contact our Data Protection Officer: mark@hope-may.com

If you have any concerns or questions about the Impact Evaluation and Learning activities, please contact.

Phone: (01803)762400

Email: iwill@dartington.org.uk