

Privacy notice

At Crest Advisory, we want to protect and respect your privacy. This privacy notice tells you how we will collect and use (process) your personal data as part of this project. When being invited to participate, alongside this privacy notice, you will be given further details about the project and what taking part will involve.

Contact details

Crest Advisory (UK) Ltd is the data controller for primary data collected for this research. Crest is also the data processor for personal data shared by youth justice services and youth justice management boards.

If you have any questions about this research, please contact: jessica.hull@crestadvisory.com

If you have any questions about **this privacy notice**, including any requests to use your legal rights for your personal data, please contact our Data Protection Officer (DPO):

Post: Crest Advisory, 2 Bath Place, London, EC2A 3DR

Email: contact@crestadvisory.com

You have a right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

What information are we processing?

If you take part in this project, the personal data we will process about you may include your:

- Full name
- Email address
- Professional role
- Geographic location
- Your experiences of youth justice responses to serious violence, weapons offences, and VAWG; and community sentences given to children

We will collect personal data via:

- Communications with you (e.g., via email)
- Survey

What is our lawful basis for processing your data?

Crest Advisory is the data controller for this research, commissioned by the Youth Endowment Fund (YEF). As data controller, Crest will process your personal data in accordance with:

- Consent (as per Article 6 (1) (a) of the GDPR) - “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”

Who will have access to your information?

Your information will be seen and used (processed) by a limited number of staff in the Crest team who are working on this project. Your personal information will not be given to anyone outside of this team.

At all times, your data will be treated as in line with the Data Protection Act (2018) and UK General Data Protection Regulation (UK GDPR), the laws that are important for data protection. Crest's systems store data within data centres within Europe (United Kingdom, Ireland, Netherlands, Finland, Denmark, and Belgium). Crest will keep your personal information only for as long as it is necessary for permitted purposes and will delete your personal information no later than six months after completion of the project.

We may share your personal information in limited circumstances if this is needed to protect you, other individuals, Crest or YEF, from illegal and/or harmful activities.

What will we do with your data?

Survey data will be downloaded from Walr and will be reviewed to ensure any identifying information is pseudonymised (meaning that you cannot be identified). This will then be analysed and used for reporting.

The survey is being conducted in collaboration with Manchester Metropolitan University (MMU) who are carrying out research into current practice around community sentences given to children. Anonymised data from relevant sections of the survey will be shared with MMU for the purposes of that research. As this data will be anonymised prior to sharing, it will not be possible to identify you from any information shared with MMU.

Your personal information will be securely deleted within six months of the project end date (December 2026). The pseudonymised/anonymised findings will be given to YEF in a report.

Your legal rights

In some situations, you have rights under data protection laws in relation to your personal data, including rights to:

- Request access to your personal data: this allows you to get a copy of the personal data we hold about you and to check we are using it in a legal way.
- Request correction of your personal data: this allows you to have any data that is not finished or not right, that we hold about you, corrected.

- Request deleting of your personal data: this enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- Object to processing of your personal data: for example, you can object where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.
- Request restriction of processing your personal data: This enables you to ask us to suspend the processing of your personal data.
- Data portability: Where the processing takes place on the basis of your consent or contract, and is carried out by automated means, you have the right to request that we provide your personal data to you in a machine-readable format, or transmit it to a third party data controller, where technically feasible.
- Right to withdraw consent to the processing of your personal data: This applies where we have relied on consent to process personal data. That is, if you change your mind about us using your data, you can tell us and we will stop using it. Please note that withdrawal of consent will not affect the lawfulness of any processing carried out before withdrawing your consent. That means if we use your data when we did have permission, then you change your mind, it doesn't mean we weren't allowed to use it when we did have permission.
- Right not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you want to act on any of your rights listed above, please contact our Data Protection Officer (DPO):

Post: Crest Advisory, 2 Bath Place, London, EC2A 3DR

Email: contact@crestadvisory.com

Please also note that we can only respond to the above during the period for which we hold personal information that directly identifies you. If we have only collected information where we have not collected any names or contact details, or personal data has been anonymised and has become part of the research data set, it will not be possible for us to action your request.

If you have any questions or concerns about the collection, use or disclosure of your personal information, please contact our data protection officer on the contact details provided above.

You have a right to make a complaint at any time to the Information Commissioner's Office (<https://ico.org.uk/>), the UK supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please consider contacting us first.