



amplifi- Participation Information Sheet

Which information will be used?

NYA will be collecting information directly from the programme. We will also be asking you to provide us with demographic information such as age, gender, ethnicity, occupation/learning status. This will not be linked to individual people but to the group as a whole and we will only include your information with your permission in the consent form attached. This is so we can get an understanding of who we have engaged with.

How will the information be used?

With your consent, NYA will use the groups combined anonymized information for the purpose of reporting and further developing the programmes we offer. In taking part in this programme, NYA may:

- Publish findings from the session (social media and hard copies)
- Ask you to complete questionnaires
- Publish information from questionnaires

Sharing information

We may need to share your information with our delivery Partner(s) to ensure we can provide the most appropriate support for you, (if required). Only relevant information needed by the Partner(s) will be shared i.e. email address for access to online workshop. Should our Partner(s) request personal data, we will seek consent from you first before sharing this with them so you fully understand why the information needs to be shared.

Your information may also be used for monitoring and reporting purposes. Your information will only be kept for as long as is necessary and will be securely destroyed once it is no longer required. You will be able to opt into future communications with our delivery partner(s) should you wish.

Data Protection

With your permission in this consent form, NYA will use and store the information you provide during the workshop. All information will be processed in compliance with the Data Protection Act 2018 and used to enrol you onto the course, invite you to sessions, and for reporting purposes. NYA will ensure your information is not kept longer than is necessary and will retain the minimum amount of information it requires to carry out its statutory functions and the provision of services. You have the right to withdraw your consent at any time. If you wish to withdraw your consent, you can do so by contacting us via nya@nya.org.uk. We will process your request within five working days.

NYA will not disclose any information you provide unless required to do so for safeguarding purposes or in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).

NYA will not sell, rent, trade or transfer your personal information to outside companies.

If you are under 16 you will need to complete both the young person consent form and ask a parent or guardian to complete a consent form. If you are 16 and over, you only need to fill in the young person consent form. All young people must complete a registration form