



## KFC Youth Foundation – December 2025

### Privacy Statement

#### 1. Purpose of the Statement

We are the KFC Youth Foundation, a registered charity in England and Wales (registered number 1163560) and in Scotland (registered number SC046098). We are also registered with the Information Commissioner's Officer, under number ZB723267. Our website address is [www.kfcyf.org.uk](http://www.kfcyf.org.uk).

Our mission is to empower young people in the UK to fulfil their potential by creating environments and experiences that make unlocking talent possible. We currently do this under three areas of activity: grant giving, Youth Hubs and Hatch, our employability programme.

We are committed to protecting your privacy and personal data in accordance with all applicable UK data protection laws. This includes compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Privacy and Electronic Communications Regulations (PECR), and the Data (Use and Access) Act 2025. This statement explains what data we collect, how and why we collect it, who we share it with and your legal rights.

#### 2. What is personal data

Personal data refers to any information relating to an identified or identifiable natural person (data subject) who can be identified, directly or indirectly by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

#### 3. What personal data do we collect and why do we collect it

We collect personal data from various sources depending on your interaction with the KFC Youth Foundation. These have been grouped below.

#### **Grantees**

Activity	Data collected	Legal Basis for processing
Grant applications and recordings of video interviews	<b>Personal Information:</b> Names, contact details, organisation addresses, video recordings (specifically conversations about the applicant organisation and case studies of the people they support),	Legitimate interest to assess applications and make decisions to award grants.
Successful grant applicants	<b>Personal Information:</b> Names, contact details, organisation addresses, video recordings (specifically conversations about the applicant	Contractual obligation to perform due diligence before entering into the Grant Deed, to provide grant award service and issue payments.



	<p>organisation and case studies of the people they support),</p> <p><b>Special Category Data:</b> None</p>	<p>Legitimate interest to inform of future grant cycles</p>
Impact monitoring	<p><b>Personal Information:</b> Images (digital), organisation addresses, video recordings (specifically conversations about the applicant organisation and case studies of the people they support),</p>	<p>Legitimate interest in assessing impact and making improvements to the programme.</p> <p>Consent when information is shared publicly for marketing and impact sharing.</p>

#### Youth Hubs

Activity	Data collected	Legal Basis for processing
Sign up to a Youth Programme	<p><b>Personal Information:</b> Names, contact details, addresses (Young People and their parents / carers / next of kin / emergency contact), Educational Institution Addresses (Young People), Date of birth, Socio-economic Status</p> <p><b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information, Sexual orientation information and Safeguarding Incidents</p> <p><b>Criminal Offence Data:</b> Criminal Convictions</p>	Legitimate interest to support young people with our services.
Photographs during programmes	<p><b>Personal Information:</b> Names, contact details, images (print and digital)</p> <p><b>Special Category Data:</b> None</p>	Consent is given for us to process this data
Partnerships and organisations we work with	<p><b>Personal Information:</b> Names, contact details, addresses (Workplace), job title</p> <p><b>Special Category Data:</b></p>	Legitimate interest to perform charitable activities in partnership.



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	None	
CCTV	<p><b>Personal Information:</b> Recordings of activity within the premises</p> <p><b>Special Category Data:</b> None</p>	Legitimate interest to prevent and detect crime, protect the premises and ensure the safety of staff and visitors.
Making a booking of a space/room at the Youth Hub	<p><b>Personal Information:</b> Names, contact details, addresses</p> <p><b>Special Category Data:</b> None</p>	Contractual obligation for the booking to take place.

#### Hatch Employability programme

Activity	Data collected	Legal Basis for processing
Working with Delivery partners	<p><b>Personal Information:</b> Names and contact details,(Specifically the Key Contact)</p> <p><b>Special Category Data:</b> None</p>	Legitimate interest to work in partnership to deliver the programme.
Young People completing the programme	<p><b>Personal Information:</b> Names, contact details, addresses (Young People and their parents / carers / next of kin / emergency contact) Date of Birth, Socio-economic Status, Educational Institution Addresses (Young People)</p> <p><b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information, Sexual orientation information and Safeguarding Incidents</p> <p><b>Criminal Offence Data:</b> Criminal Convictions</p>	Legitimate interest to administer our Hatch programme and support young people. Also to understand who we are helping and evaluate the impact of the programme.
Photos and case studies of Young	<b>Personal Information:</b> Names, Images (Digital), location,	Consent is given for us to process this data



People on the programme	<b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information, Sexual orientation information and Safeguarding Incidents	
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### Fundraising

Activity	Data collected	Legal Basis for processing
Engaging with KFC restaurants regarding fundraising	<b>Personal Information:</b> Names, contact details, addresses (Workplace), job title  <b>Special Category Data:</b> None	Legitimate interest to engage with restaurants to build relationships and further the charities reach.
Individuals making donations	<b>Personal Information:</b> Names, contact details, Addresses, Payment or banking details, Donation history  <b>Special Category Data:</b> None	Legitimate interest to thank donors and send updates about the charity's ongoing work.
Gift aid donations	<b>Personal Information:</b> Names, contact details, Addresses, Donation history  <b>Special Category Data:</b> None	Legal obligation
Website users	<b>Personal Information:</b> When you visit our website, we may collect certain information automatically through cookies and similar technologies, including: IP address, Device and browser type, Pages visited and time spent, Cookie identifiers, Referral source, Login Credentials (Username or email addresses)  <b>Special Category Data:</b> None	Legitimate interest (site functionality): Strictly necessary cookies  Legitimate interest (protecting systems): Security monitoring  Consent (via cookie banner): Analytics/Performance cookies

### Staff and volunteers

Activity	Data collected	Legal Basis for processing
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Recruitment process	<p><b>Personal Information:</b> Names, contact details, addresses, right to work details, previous work experience and qualifications</p> <p><b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information, Sexual orientation information</p> <p><b>Criminal Offence Data:</b> Criminal Convictions, Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks</p>	Legitimate interest in assessing candidates suitability for a role.
Onboarding new staff	<p><b>Personal Information:</b> Names, contact details, addresses, date of birth, National Insurance Number, ID documents, emergency contact details, next of kin details, right to work details, banking details, previous work experience and qualifications</p> <p><b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information, Sexual orientation information</p> <p><b>Criminal Offence Data:</b> Criminal Convictions, Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks</p>	Contractual obligation under the staff employment contract or volunteer agreement.  Allows us to comply with our legal obligations regarding right to work checks, tax reporting and health and safety.  Legitimate interest to monitor and improve workplace diversity.
Ongoing employment	<p><b>Personal Information:</b> Names, contact details, addresses, date of birth, National Insurance Number, ID documents, emergency contact details, next of kin details, right to work details, banking details, Employment records including place of work, job title, pattern and hours of work, training records, performance and development records</p>	Contractual obligation Legal obligation



	<p><b>Special Category Data:</b> Gender, Racial or ethnic origin, Religious or philosophical beliefs, Health information (including Sickness Records), Sexual orientation information, disciplinary and grievance information</p> <p><b>Criminal Offence Data:</b> Criminal Convictions, Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks</p>	
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*Please Note: The above information is provided to the Foundation via our application forms and ongoing service forms. It can also be provided to us by other organisations helping to provide the services to young people.*

#### **4. How we store your personal information**

We take the security of your personal data very seriously. Our IT systems are reviewed by a third party to ensure data is secure, and our staff receive regular training on data protection and cyber security.

#### **5. How long we keep information**

We will not keep your data for longer than is necessary for the purpose we collected it. This means we keep your information for the duration of your relationship with us and for a reasonable period thereafter to comply with applicable laws, resolve disputes, and maintain accurate records.

When data is no longer required, we will securely delete or anonymize it.

#### **6. Who we share your data with**

Your personal information will only be shared with relevant people within the charity and any partnership organisation to perform our charitable activities.

We will only share your personal information with other organisations where we have an obligation to, such as delivering our services, safeguarding, statutory information, payroll and tax processing.

We will obtain your consent if we need to share your data with any other organisations.

We will not share your personal details with other organisations for their own marketing purposes.

#### **7. Your rights over your data**

Under data protection law, you have rights including:



- **Your right to be informed** – You have the right to be informed of how we are collecting and using your personal data.
- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Your rights of automated decision making and profiling** – You have the right to object to our processing of automated decisions and profiling.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at [finance@kfcyf.org.uk](mailto:finance@kfcyf.org.uk) if you wish to make a request.

## 8. Privacy and Electronic Communications (PECR)

In accordance with the Privacy and Electronic Communications Regulations (PECR), we are committed to protecting your privacy when using electronic communications. This includes how we use cookies and send marketing communications. We only send marketing emails or texts where we have your consent or where an existing relationship allows it under the soft opt-in rule. You can opt out of marketing communications at any time contacting us directly. We also ensure that any cookies used on our website are disclosed clearly, and we obtain your consent before placing non-essential cookies on your device.

## 9. Other websites

Our websites contains links to other third party websites. This notice only applies to the KFC Youth Foundations site so if you follow a link, please make sure you read the privacy policy on that site. We do not accept any responsibility for third party sites.

## 10. Contact us

If you have any questions regarding our privacy policy or any concerns regarding how we handle your personal data, please contact us directly so that we have the chance to resolve this with you.

Email: [finance@kfcyf.org.uk](mailto:finance@kfcyf.org.uk)

Address: KFC Youth Foundation, Orion Gate, Guildford Road, Woking, Surrey, GU22 7NJ.

You can also find more information about your data protection rights with the Information Commissioner's Office (ICO) – [www.ico.org.uk](http://www.ico.org.uk) / ICO helpline 0303 123 1113.



Version	Policy Author	Change summary	Policy Date	Approved	Review Date
1	Kelly Read & April Sutherland	n/a	December 2025	Jan 26	Dec 2026