**PRIVACY NOTICE BEING AT HOME COMPETITION (CHILDREN)**

**Who we are**

Citizen Housing Group Ltd is a registered social landlord and is probably the employer of one of your parents, or carer. We do other things, apart from providing social housing. This includes organising social events for our staff, and their families such as running competitions, that are supportive of our legitimate interests.

**Your rights**

You may wish to understand more about how we use your personal data, or if you wish to ask us a question then please do get in touch.

If you are under 13, your parent, or carer would have to do this on your behalf. If you are over 13, then please write to our Information Governance Team at:

[dataprotection@citizenhousing.org.uk](mailto:dataprotection@citizenhousing.org.uk)

We suggest, that you may wish to have a chat with your parent or carer firstly, and that you copy them into any emails that you send.

**What is personal data?**

Very simply, it’s any information that is used to identify you. This includes a photo of you, age, your name, address, mobile phone number or email address.

**How we get your personal data and what we do with it?**

It is obtained from you. If you are under the age of 13, then your parent, carer or guardian (the person with “parental responsibility”) gives it to Citizen on your behalf. We tell the adult with “parental responsibility”, how we keep your information safe and inform them that they can ask to see that information.

If you are over 13, then you are providing your permission for us to use your personal data. We would want to know, check and confirm your age. From time to time we may ask for further information such as confirm where you live and your preferred communication method. If you are aged 13 to 18, then you give us permission to record your personal data and use it for as long as necessary.

**Information security and disclosure of personal data**

We hold the information securely and we don’t share or disclose the information to anyone else unless you tell us that we can. We are legally obliged to pass on personal data, to the relevant authority, if we thought a child was at risk.

All personal data is processed by staff in the UK.

**How long do we hold your data for?**

We only hold it for as long as we believe that you would think is reasonable, or where we must because of the law. Your personal data is held for up to one month. This is included in our Data Retention Schedule.

**Your rights**

You have all the same rights as adults under GDPR. These rights are explained at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Complaints can be lodged with the supervising authority at The Information Commissioner's Office: <https://ico.org.uk/concerns> or 0303 123 1113.

This Privacy Notice was last updated on the 28th April 2020, it will be reviewed and updated as and when necessary.