CONSENT form – holding your personal data

**Name of project: Children and Young People's Panel on Europe Recruitment**

To be involved in the project Children in Scotland need to know that you are happy to be involved and some information about you, this information is known as personal data. We need to make sure that we store this information safely, securely and with your permission.

This form will ask whether you are happy to be involved and for us to hold some personal information. It will also tell you what information we need, how we will keep it and how long for.

Some of the information is quite complicated, so please ask an adult to read through it with you if need!

**What is consent?**

We need permission to allow us to hold your personal data, this is called giving consent. If you are over 13 you can give us permission yourself. If you are under 13, we need permission from the person who holds parental responsibility for you. We will rely on this consent as the legal basis for holding your personal data. This information will only be used in relation to your application to be involved in the panel.

**What personal data will Children in Scotland hold;**

* Your name
* Your date of birth
* Your email address
* Your telephone number
* The name of the parent/carer of the participant (if the participant is under 13 years of age)
* The email address and telephone number of the parent/carer of the participant if this is provided to us
* The opinions you provide during the application process

**What Children in Scotland do with my personal data?**

* We will only use the personal data you provide us with for this project (“Children and Young People's Panel on Europe”).
* We will use your contact details to contact you in relation to this project.
* The answers you provide will be used to inform the output of the Panel.
* Your personal data will be held securely in line with our data protection policy.
* We will share your personal data with our project partners, Together (Scottish Alliance for Children’s Rights), but will not share it with anyone else.

**What if I don’t want Children in Scotland to hold my information any more?**

That is absolutely fine!

If you change your mind at any point you can contact Jemma Tracey jtracey@chidlreninscotland.org.uk or dataprotection@childreninscotland.org.uk and we will remove your information permanantly.

You can find out more about your data protection rights and how to use these in our privacy policy, here. (You might need an adult to help you read through this)

**How long will Children in Scotland hold my personal data for?**

That depends on whether you are appointed to the panel.

If you are appointed to the Panel, we will hold your personal data on file until the 30th of June 2019 (6 months after the completion of the project). At this point your personal data will be removed from our system.

If you are not appointed to the Panel, we will remove your data from our systems by the end of September 2018. At any point, you have the right to ask us to amend or delete your data from our systems.

**Who can I contact if I have questions?**

If you (or your parent/guardian) want to know a bit more about why we need to keep this information you can contact Jemma Tracey at jtracey@childreninscotland.org.uk

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|  |  |
| --- | --- |
| Participant’s name |  |
| Participant’s date of birth |  |
| Participant’s email address |  |
|  Participant’s telephone number |  |
|  **My consent**  |  **Parent/Carer consent****(If the young person is aged under 13)** |
| I have read the information contained in this document and the attached privacy policy and give my consent for Children in Scotland to hold the above personal data: [ ]  | I I have read the information contained in this document and the attached privacy policy and give my consent for Children in Scotland to hold the above personal data. I also consent for my name and my relationship with the participant to be held on file: [ ]  |
|  | Name of parent/carer: |
| Participant signature:  | SS Signature of parent/carer: |
| Date: | Date: |
|  | Relationship to participant: |