

Information and privacy notice – Youth Participation

1 Introduction

This information and privacy summary provides important information about Youth Participation with SAMH. SAMH (Scottish Action for Mental Health) is developing opportunities for young people to be actively involved in developing and delivering activities relating to children and young people's mental health.

SAMH wants you to be confident about how your information will be looked after and used. Our full [Privacy Policy is available on our website](#).

By signing up via the form, you are consenting to be contacted by SAMH for the purposes outlined below.

2 About Youth Participation with SAMH

Who is eligible to sign up?

- Young people aged 12-25 (until 26th birthday)
- Have an interest in children and young people's mental health
- Live in Scotland .

What can you expect being involved in Youth Participation?

- Taking part in surveys
- Joining meetings and workshops
- Sharing stories for SAMH communications
- Contributing to consultations
- Completing e-actions
- Participating in events and activities , including wellbeing activities
- Training and skills development
- Other related activities.

3 Your personal information

In order for us to maintain contact with you and support you to get the most out of being involved in activities with SAMH, we shall gather information including your name, date of birth, address, contact details, emergency contact, and consent from parent/carers (if you're under 16 years).

For specific events and activities during your time in Youth Participation, we may ask for additional information as well as consent from your parent/carers (if you're under 16). We may record details of your wellbeing and support needs, if provided, to support your participation by making any reasonable adjustments to activities and communications. For equality monitoring purposes we may record information relating to your protected characteristics under the Equality Act 2010, including whether you consider yourself to be disabled. This information will only be collected with your consent.

Your information will not be shared with any third parties, however, there are instances where SAMH may be required by law to share information with other agencies, for example, if you tell us anything that makes us believe you or another person has been

harmed or is at risk of harm. We will follow the advice of the SAMH Child Protection Adviser and may forward the information on to appropriate external agencies. This could include your guidance teacher, a CAMHS Practitioner, or a Social Worker, if relevant. If you wish to discuss this further, please email campaigns@samh.org.uk.

How we will keep your information safe:

Information will be held in electronic format, with the electronic file stored securely and password-protected on an appropriate SAMH system. Only staff who need access to your information to support your participation will be able to view it.

How long we will hold your information for:

We must keep information in line with legislation. We will retain your name and contact information for six years after your last engagement with SAMH ends. Your [special category data](#) will be retained for up to two years. Your information may be held for up to 25 years if there was to be a complaint or child protection concern.

5 Your rights

This information summary is to ensure we are clear and transparent on how we collate, use and store information about you.

If you are under the age of 16, we ask that you inform your parent/carer of your involvement and consent to this on the sign-up form. All communication from sign up will be directly sent to the young person. If you are under 16, you should confirm with your parent or carer that they are comfortable with this.

For specific activities/events which involve interacting with other young people, we will seek explicit consent from you (and your parent/carer if you are under 16) for involvement and any additional needs that we should consider.

You have a right to request a copy of the personal information we hold but you should be aware that in some circumstances there may be valid reasons why we are unable to share this with you. You have a right to ask for the information to be deleted but this is not automatic (e.g. if we have a safeguarding concern, we may need to retain some of your data) and will be considered on an individual basis. You have a right to ask that inaccurate information about you is corrected. You can do this by emailing campaigns@samh.org.uk and/or dataprotection@samh.org.uk.

You have a right to complain. If you have any concerns about how we are using your personal information, you can make a complaint to us at dataprotection@samh.org.uk. You can also complain to the ICO if you are unhappy with how we have used your data. Helpline number: 0303 123 1113; ICO website: www.ico.org.uk.

6 Withdrawing consent

Your involvement is voluntary, and you can choose to withdraw at any time. Wherever possible we would ask that you or someone else close to you tells us that you are withdrawing and the reasons why. You can do this by emailing campaigns@samh.org.uk. Upon withdrawing, your data will be kept in line with what is outlined above.

7 Safeguarding

SAMH has been providing services and working to support Scotland's mental health since 1923. SAMH is a registered charity SC008897 and a company limited by guarantee registered in Scotland No 82340. SAMH is registered as a Data Controller with the Information Commissioners Office (ICO) for the UK. Registered Office: Brunswick House, 51 Wilson Street, Glasgow G1 1UZ

Your involvement with SAMH will align with our SAMH Adult and Child Support and Protection Policy. You may request a copy of this if you wish. At any face to face or virtual event/activity there will be a SAMH wellbeing support person who can provide information on, and signpost to, appropriate mental health and wellbeing support. They will however not be able to offer direct mental health support themselves. We will always aim to treat all information as confidentially as possible. However, your safety is always our priority, so if we are concerned about your safety or the safety of someone else, we may need to put some things in place to keep you safe. If that were to happen, we would always speak with you directly, deciding step by step what we are going to do and who else we might need to speak with.

If outside of events/activities a young person is seeking mental health support information, visit [SAMH Information Service](#)