**Inspiring Futures App Privacy Policy**

**Introduction**

This Privacy Policy explains what we (the Inspiring Futures research team at the University of Cambridge) do with data from the Inspiring Futures app: how we collect it, what we use it for and how we keep it safely stored. Please read this Privacy Policy carefully. We may change this Privacy Policy at any time, and will make sure you can see if we do.

**What information is being collected?**

Everything that you enter in your Inspiring Futures journal on the app will be collected for the Inspiring Futures research project. This includes your written entries, photos, videos, and sound recordings. We will also collect the answers you give to questionnaires that you might be asked to complete through the app.

**How is data collected and stored?**

When you enter any information on the app, your entry is stored for you in the app but is also stored securely online at the University of Cambridge. Your data will be kept until the research has been completed and for at least 10 years afterwards.

**Will the data ever be shared with anyone else?**

Your data will be kept confidential and anonymous; we will make sure that you can’t be recognised from anything we use for research purposes. The only times we will share your data outside of the research team is if your journal entries show that you or someone else is in danger, if they are illegal in nature, or if they provide clear evidence of a crime. In those situations, we are legally obliged to pass the information on appropriately.

**How will the data be used?**

Your data will be used to contribute to the Inspiring Futures research study, looking at the impact of the arts in the criminal justice system. We will look at and listen to your journal entries and questionnaire responses, and use these to shape our findings. Anything you say or write might be shared in things we publish, such as books and articles, or in public presentations, but we will always make sure that you cannot be recognised or identified. We will give you a false name, and will never publicly share audio files, photos or videos with your voice or face, or other people’s voices or faces.

**Can I withdraw my data?**

For 24 hours after uploading an entry, you can use the app to delete the entry, which will delete it from your phone and from our secure online storage site. After 24 hours, you can remove your entry from the app, but will need to contact us to delete it completely and withdraw it from the study. You have one month after uploading it to do this; after one month we will already be using it in analysis. If you don’t wish to provide any more data, you can stop using the app or log out, using the Settings option. Logging out will prevent your access to the app, but the research team can reinstate your access if you would like.

**Mobile device access**

The app will ask for permission to access the camera and microphone on your phone, so that you can take pictures and record videos and audio files. It will also ask for permission to access the gallery on your phone, so that you can share pictures and videos you’ve already taken. We won’t use this access for anything at all other than enabling you to add things to your journal – you choose what we see.

We may contact you through the app, to ask you to fill in a new questionnaire or to remind you to update your journal. You can use your phone settings to decide how you see these notifications.

**Your rights**

You have rights over all the data we store. This includes seeing copies of the information we hold about you, asking us to correct the information we have, and to make sure we’re only using your information in the ways we’ve said we will. You also have a right to request your data be deleted, and as long as it is within one month of you entering it on the app we will do this. If it is beyond one month, we can delete your personal information but not your journal entries.

**Contact**

If you have questions or request, then please get in touch with any member of the research team, using the following details:

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**Phone:** 01223 335360

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If you are concerned about how we are using your personal information, you can complain directly to us, or you can contact the Information Commissioner’s Office on 0303 123 1113.