Data Collection, Protection and Privacy Policy

Objective : As part of the work that Chesham Youth Centre undertakes there is a need to collect personal information from volunteers, employees and those using our facilities and/or services. Chesham Youth Centre is committed to collecting, protecting and using this data in a **lawful, fair and transparent way.**

1. Introduction

1.1 All Trustees, Employees and Volunteers are required to adhere to this policy and ensure the **integrity and security** of the information collected The data we hold follows the following protection principles :

1.1.1 Personal data shall be collected, processed and used fairly and lawfully

1.1.2 Personal data shall be collected, processed and used in accordance with the rights of data subjects under the General Data Protection Regulation of 25 May 2018

1.1.3 Personal data shall be obtained for specified and lawful purposes, and shall not be further processed in any manner incompatible with those purposes

1.1.4 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

1.1.5 Personal data shall be accurate and, where necessary, kept up to date

1.1.6 Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose

1.1.7 Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

1.2 We are also committed to:

1.2.1 Ensuring that data subjects' rights can be appropriately exercised

1.2.2 Providing adequate security measures to protect personal data

1.2.3 Ensuring that a nominated officer is responsible for data protection, compliance and provides a point of contact for all data protection issues

Draft

1.2.4 Ensuring that all personnel are made aware of good practice in data protection

1.2.5 Providing adequate training for all personnel responsible for personal data

1.2.6 ensuring that everyone handling personal data knows where to find further guidance

1.2.7 Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly reviewing regularly data protection procedures and guidelines within the organisation

2. The type of personal information we collect

2.1 We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, address, email address, phone number, personal information relevant to declare for those who volunteer with or work for the Chesham Youth Centre e.g., medical, next of kin, safeguarding criteria – DBS, etc.)

- Personal identifiers of children participating in activities directed by the Youth Centre such as a Youth Club (name, gender, age, date of birth, medical information, family relationships, contact details, etc.)

- Information relating to Hirers (primarily name and contact, financial details relating to payments)

3. How we get the personal information and why we have it

3.1 Most of the personal information we process is provided to us directly to us for one or more of the following reasons:

- To assist us in providing access to activities, services or facilities in our role as the Chesham Youth Centre
- To register with us as a volunteer in providing services
- To meet our legal obligations as an employer and /or Trustees
- To hire or use the Chesham Youth Centre's facilities, amenities or services.

3.2 We use the information that is given to :

3.2.1 Confirm registration for our Youth Services or Activities

1. Parent/Guardian/Carer – Name, address, email address and telephone number to maintain family contact and safeguard participants.
2. Parent/Guardian/Carer relationship to the child to help us understand our demographic
3. Name of the young person being registered together with date of birth to ensure age-appropriateness of activities or services.
4. Allergen and Special Needs information of the young person to allow our volunteers enough information to provide safe and appropriate support and services.

3.2.2 Verify Volunteering Details

1. Name, address, email address and telephone number of the volunteer to allow us to easily contact the volunteer during their engagement with the organisation
2. Medical information of the volunteer relevant to declare to allow our Trustees enough information to provide a safe volunteering environment to work within
3. Volunteer's emergency contact details to allow Trustees enough information to contact the right person in the case of an emergency

3.2.3 Confirm Employment Details

1. Name, address, email address and telephone number of the employee to allow us to easily contact the employee during their engagement with the organisation.
2. Employment records, referencing information, financial, legal, professional information, as required to fulfil our statutory duties
3. Medical information of the employee relevant to declare to allow our Trustees enough information to provide a safe employment environment to work within
4. Employee's emergency contact details to allow Trustees enough information to contact the right person in the case of an emergency

3.3 We may share this information with Buckinghamshire County Council, or another appropriate agency, if there is a concern to a person's welfare or safety when interacting with our organisation.

3.4 Under the UK General Data Protection Regulation (UK GDPR) & Data Protection Act (2018), the lawful bases we rely on for processing this information are:
(a) Your consent. You are able to remove your consent at any time. You can do this by contacting office@cheshamyc.org.uk
(b) We have a legitimate interest

4 How we store your personal information

4.1 Information is securely stored. This is done digitally through a secure, password protected, and multi-factor authenticated Google Workspace site and physically in a locked paper storage cabinet, only accessible by authorised designated persons.

4.2 We keep data provided in line with prevailing legal requirements. We will then dispose of the personal identifiers from information by permanently deleting the specific data from our digital files and any printed information will be shredded.

4.3 We will retain the following information: town where participating young people live and their gender and ages to allow us to track annual trends. This information could be shared with monitoring agencies.

4.4 We keep the data provided when registering to volunteer with us in full for the time of engagement with the organisation. When a volunteer ceases volunteering with us, we will permanently delete any digital records held and shred any paper versions of their form during our annual data review. This excludes any information

related to an accident that may have happened whilst volunteering for us, where we will hold that information for 7 years from the time it was reported, inline with UK data retention policy.

4.5 We keep the digital and/or paper data provided when applying or commencing employment with us for 7 years from the time of engagement with the organisation., in line with UK data retention policy.

5. **Your data protection rights**

5.1 Under data protection law, you have rights including:
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.

5.2 You will not be charged for exercising your rights. If you make a request, we have one month to respond to you. You can contact us at: office@cheshamyc.org.uk or write to The Chesham Youth Centre, The Drill Hall, Bellingdon Rd, Chesham HP5 2HA or call 01494 794872 to make a request.

6. How to complain

6.1 If you have any concerns about our use of your personal information, you can make a complaint to us at: office@cheshamyc.org.uk addressing the email to The Chair You can also complain to the ICO if you are unhappy with how we have used your data.The ICO's address is :
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113 ICO website: https://www.ico.or

6.2 Chesham Youth Centre is registered with the Information Commissioner's Office (ICO) as a **Data Controller.** Our ICO Registration Reference is xxxxxxxxxxxx. More information on the ICO and General Data Protection Regulation can be found here: https://ico.org.uk/for-organisations/guide-to-data-protection/