

SHEVINGTON YOUTH CLUB

PRIVACY POLICY

Introduction

GDPR requires that every business in the UK looks at how it handles personal and sensitive data and where necessary introduce new systems and processes to ensure compliance. For the purposes of GDPR and the UK data protection laws, the controller is Shevington Youth Club at Highfield Avenue, Shevington, Wigan, WN6 8AD

About this document

This Privacy Policy sets out the way we process your personal data and we have created this policy to make sure you are aware of how we use your data.

How we collect your information

We may collect your personal data if you fill in one of our Youth Club membership forms. Parents and carers filling in membership forms for those under 16 years of age are consenting to us collecting and holding data on their behalf.

The types of information we collect

The following information will be collected and stored on our secure database :-

- Name
- Address
- Date of birth
- Medical condition, disabilities, special education needs
- Parent/carer/guardian contact details

How we use your personal data

We take your privacy seriously and may only use your personal information for the following purposes:-

- Maintain contact with staff, volunteers and Trustees
- Recording attendance to sessions
- Contacting parents in the event of an accident or other incident
- Organisation of trips and events
- So staff can respond to any additional needs
- Internal recording keeping
- Statistical reports
- Displaying photographs in Club or on our website

All membership forms and other information are stored either on our computers used by our senior staff who have secure passwords or kept securely in a locked cupboard. This includes photographic information which may be displayed in the Club or on our website and is by consent only.

Who has access to your information?

The Secretary and our Youth Workers

How long your information is kept

Your information will be kept with us until you notify us that you no longer wish to receive any further information from us or until it becomes obvious that your child no longer attends the Club.

Your rights

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. However, if you choose not to share your personal data with us we may not be able to register or administer your membership.

Contact and complaints

If you wish to exercise any of your rights or if you have any queries about this privacy policy or how we process your personal data you may contact us on 01257 423342 or email us at shevc@blueyonder.co.uk. If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner's Office website at www.ico.org.uk.

Review of this Policy

We keep our Privacy Policy under regular review and we will place any update on our website.

Created October 2019