

Data Privacy Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members and supporters, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.tilehurstjuniorclub.co.uk> regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are Tilehurst Junior Youth Club. We can be contacted at tilehurstjuniorclub@yahoo.co.uk

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
The names and ages of the Children	Managing the Member's and their dependants' membership of the Club	Performing the Club's contract with the Member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member.
Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities for each gender.

JUNIOR YOUTH CLUB

Relevant Medical Information	Support and Awareness for staff/volunteers	For the purposes of our legitimate interests in making sure that the individual is cared for and receives the correct treatment.
Photos and videos of Children	Putting on the Club's website and social media pages	Consent. We will seek the Member's consent on their membership application form the Member may withdraw their consent at any time by contacting us by e-mail.
Staff / Volunteers name, address, DOB, telephone numbers, email address	Managing the Member's employment of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Staff / Volunteers next of kin / emergency contact name and telephone number	Contacting next of kin in the event of emergency	Protecting the Member's vital interests.
Parents Name, address and phone number for volunteers under the age of 18.	Obtaining consent for certain activities involving the volunteers work at the youth club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.

Supporters name, address, telephone numbers, email address	Managing the Member's support of the Club	Consent. We will seek the supporters consent on their gift aid form. The supporter may withdraw their consent at any time by contacting us by email.
--	---	--

The Member's name and e-mail address, whilst a current member and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations	Conduct surveys of Members and former members of the Club.	For the purposes of our legitimate interests in operating the Club and
--	--	--

Name, e-mail address and telephone number of each Club Trustee	Information published on Club's website, in Club's newsletter and other publications, in the Club's marketing materials and made available to the Charity Commission, in each case as a point of contact at the Club	For the purposes of our legitimate interests in operating and promoting the Club
--	--	--

Employees and representatives of suppliers to the Club	Entering into and managing arrangements with suppliers	Entering into and performing contracts with suppliers
--	--	---

Confidential records – Incident book, Health & Safety file, Child Protection Book	For record purposes of any incidents occurring at the club.	For the purposes of our legitimate interests in operating the Club.
---	---	---

4. How we protect your personal data

- 4.1 We will not transfer your personal data to any 3rd party without your consent except where we are required to do so by law.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

JUNIOR YOUTH CLUB

- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 Photographs will be stored in line with our code of conduct policy. No personal information other than first names will be stored alongside any photographs.
- 4.5 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.6 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. **Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

6. ***How long do we keep your information?***

- 6.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with charity commission requirements and exemptions, health and safety i.e accident records, and the exercise or defence of any legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. **Your rights**

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected



JUNIOR YOUTH CLUB


- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

Once you submit a request for access to the above information, we must respond within one calendar month.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/>

Information Commissioner's
Office Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel : 0303 123 1113.

This policy was adopted at a meeting of	Tilehurst Junior Youth Club	(name of provider)
Held on	<u>15/05/2018</u>	(date)
Review Date	<u>15/05/2019</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Kim Donnison</u>	
Role of signatory (e.g. chair/owner)	<u>Acting Chair</u>	