

Introduction

This document describes the privacy policy of North Mymms Youth Project.

What is this document about?

To support our work with young people, we need to collect and retain certain data about those young people, as well their parents, and our leaders, helpers and friends. The "General Data Protection Regulation" (GDPR) dictates how we must treat this data, and one of the things it requires is that we publish a Privacy Notice, that describes to you (the "data subject" - the person whose data we hold) what data we hold, and what we do with it.

This document is that Privacy Notice.

Data Controller

The "Data Controller" is the person or organisation responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the North Mymms Youth Project management committee. We can be contacted through our web page at www.nmyouth.org.uk, where there is a "Contact" button, or by email at dpo@nmyouth.org.uk.

Why do we collect data?

The information we collect is used to ensure that we provide the best service to our members, by ensuring that our leaders have all the information they need to deliver that service.

If you are a member of the Project, or a parent or guardian, then we collect and use your personal data in our legitimate interests (specifically, it helps us to provide activities to you, in a safe and appropriate manner), and therefore, according to the GDPR, we do not require your explicit consent.

The exception to this rule is the usage of photographs in publicity; which we explicitly ask for consent when each members joins the Project. More information about our storage and usage of photos can be found in our Data Protection Policy.

If you are a leader, helper, or friend, we also need to keep some data about you, so that we can contact you when necessary.

What data do we hold?

We keep data about our members and their immediate family members. The data includes the following: Name, date of birth, school year group, membership type, parent carer/name and their relationship to the member, occupation, address, telephone number, email address, school, medical/religious information, history of attendance at camps/meetings, IP addresses used to log in to our website, relationships to other youth club members and a record of parent/carers help at past meetings.

Financial data we hold is to record subscription and activity payments, and whether each individual is eligible for Gift Aid.

Senior leaders, leaders and regular helpers have additional information stored about them. Depending on the role an individual has this data may include the following: Name, role, email, phone, address, emergency contact, health concerns, DBS issue date and number, references, training record, minibuss driving record and driving license information.

Where do we get the data from?

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family. In some cases, information may become apparent in other ways (for example, where a family is divided by divorce, information about one side of the divide may become apparent as a result of information provided by the other side).

We also retain data about the history of members within the Project, such as dates of activities attended, participation in events, and attainment of awards. This data is generated within the Project.

Who has access to the data?

Member's data is generally accessible to the management committee and leadership team of the Project. Occasionally, data is shared with other adults who have volunteered to help with administration but access is strictly controlled and the volunteers indicate in writing they will keep the information secure and only use it for processing NMYP business before they receive access to it.

Occasionally we share information about our members with activity providers if they are providing activities for us, however we ensure this is deleted afterwards. We do not share this information with other organisations (unless legally required to do so, or unless you ask us to).

Leader and helper confidential data such as references taken up when you become a leader is accessible to the chair of the management committee and safeguarding officer only.

Where is the data held?

Most of the data is held securely and encrypted on the North Mymms Youth Project Dropbox account which is only accessible to committee members and leaders. Different people have access to different information depending on their role. We also store data in encrypted format on our website to enable members and their parents to login and see relevant information such as upcoming meeting details and forthcoming activities.

Leader safeguarding information is held online in the secure area of GBG Online Disclosures and is accessible to just the senior leaders and safeguarding officer.

Contact phone numbers for members are stored in leader's mobile phones for convenience.

Some historic data (obtained before 2015) is currently stored on paper files secured in a locked filing cabinet in the senior leader's house. This is in the process of being transferred to our online systems to keep it secure.

All data kept electronically is stored in encrypted and password protected systems.

How can a subject know what data is held?

You may see a copy of the data we hold about you, by request to the Data Protection Officer (dpo@nmyouth.org.uk), and you may ask that we correct any inaccuracies. Indeed, we positively welcome being told we have something wrong!

How long do we keep the data?

Some key data, we will keep indefinitely. There may come a time, for example, when you wish to complain about your treatment in the Project, and we will need records to be able to support or refute your complaint. However, data that is considered "sensitive" (including medical, ethnicity, religion data) is erased shortly after the member reaches the age of 18 and is therefore too old to take part in the Project activities. The reason we keep all data until this point is we regularly have children who leave and then rejoin the project a year or two later.

Need to know more?

If you require any further information, please contact the Data Protection Officer at dpo@nmyouth.org.uk

NMYP Management Committee
May 2018