



Data Protection Policy



updated June 2019

The Management Committee of Kennington Youth Club believes that the welfare of a young person is paramount. Both leaders and young people have a right to expect personal information to be treated as confidential and kept secure. Breaches of confidentiality are treated seriously.

However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure best care for the individual.

Information will always be treated with the utmost confidence and not divulged outside the club apart from the exceptions that follow, which may be shared on a "need to know" basis in the following circumstances:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected.
- If a young person under 18 reports or alleges abuse.
- If the life of the young person or another is at risk.
- If information is revealed about criminal activity.
- If a young person could cause harm to themselves or others.
- If a club leader has reasonable cause to believe a young person is suffering or likely to suffer significant harm.

All personal data relating to leaders and young people shall be kept secure in line with our General Data Protection Regulation (GDPR). This includes any information relating to an individual from which they can be identified.

If an adult or young person leaves the club all records relating to him/her shall be destroyed in line with our General Data Protection Regulation (GDPR).

The management committee will make sure its policy meets the requirements of the General Data Protection Regulation, Rehabilitation of Offenders Act, and Children's Acts.

Staff and helpers will be made aware of relevant policies at induction and understand they are bound by confidentiality.

Staff, helpers, and the management committee will not discuss a young person with anyone who does not work in the club. No information individuals give to the management committee or staff at the club will be passed onto anyone else without that individual's permission, except in the certain exceptions detailed below.

Any information requested by another agency is usually only given with the associated individual's prior knowledge or permission.

Any information received about a club member is not to be passed on to anybody else outside of the club without permission.

Any information requested by another agency about a club member is only to be given with the club members (and parent/guardian's) prior knowledge and permission.

Exceptions

The only time information would be given to another agency without an individual's prior knowledge or permission is when:

- there is immediate risk to an individual's life/life of a club member
- there is a child/young person at risk



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Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Leader

Signature.....

Date.....

Name..... DSL or DPO

Signature.....

Date.....

(This policy will be reviewed annually)

Document version history		Author: Roy Peach, Youth Leader	
Version	Date	Amendments	By whom
3	03/05/2019	Inclusion of 'GDPR' where missing. The phrase '...and helpers' included where necessary to clarify policy is relevant to all those involved with helping at the club.	Roy Peach, Youth Leader