



European General Data Protection Regulation



updated June 2019

As stated by Wikipedia (taken 22nd May 2018), 'the General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

GDPR supersedes the Data Protection Directive and contains provisions and requirements pertaining to the processing of personally identifiable information of data subjects inside the European Union. Organisation processes that handle personal data must be built with privacy by design and by default, meaning that personal data must be stored using pseudonymisation or full anonymization, and use the highest-possible privacy settings by default, so that the data is not available publicly without explicit consent, and cannot be used to identify a subject without additional information stored separately.

No personal data may be processed unless it is done under a lawful basis specified by the regulation, or if the data controller or processor has received explicit, opt-in consent from the data's owner. The organisation must allow this permission to be withdrawn at any time. A processor of personal data must clearly disclose what data is being collected and how, why it is being processed, how long it is being retained, and if it is being shared with any third-parties.

It was adopted on 14 April 2016,[2] and after a two-year transition period, becomes enforceable on 25 May 2018.[3][4] Because the GDPR is a regulation, not a directive, it does not require national governments to pass any enabling legislation and is directly binding and applicable.[5]

Businesses must report any data breaches within 72 hours if they have an adverse effect on user privacy.

1. People in Kennington Youth Club who collect and or use personal information, personal data, are aware of the requirements under GDPR.

- Those who deal with personal data must read the Kennington Youth Club Data Protection Policy and understand how this applies to what they do.
- A designated committee member will be appointed as Data Protection Officer and will attend the appropriate training attend Data Protection training when it becomes available from Oxfordshire Youth.

2. A review of the personal information that Kennington Youth Club holds has been carried out – data mapping exercise

- We hold children's names, dates of birth, gender, medical information and disability requirements, and school name. These are held securely by the Youth Leader in hard copy whether on site or off.
- We hold parent/carer's contact details, including addresses, telephone numbers, and email addresses. These are held for the purpose of health and safety contacts and communicating regarding youth club events. These are held securely by the Youth Leader in hard copy whether on site or off.



European General Data Protection Regulation



updated June 2019

- We hold paid staff and helper's names, dates of birth, gender, medical information and disability requirements. These are held securely by the Youth Leader in hard copy whether on site or off.
- As of May 2019 the club is trialling an online membership database system called Online Club Manager which is GDPR compliant. If successful, this will be implemented fully.
- Third party people who hire the hall provide their names, addresses, emails, and telephone numbers for the purposes of communication on this matter. These details are held securely on email accessible by adults who have signed confidentiality agreements and been assigned this role.
- The 50:50 club has its own GDPR Policy, however information including names, addresses, telephone, and bank account details are held securely and are not passed to third parties. People who win are contacted by the managers of the 50:50 club. These details are held by the managers of the 50:50 club and only they have access to them.
- With regards to any grants and donations, contact details will be held for the purposes of communicating with the donator/pledger in order to acknowledge receipt of any donation received.

3. Kennington Youth Club needs to ensure that clear and accessible information is provided to individuals about how their data is used (use of a privacy notice).

- Kennington Youth Club has a Privacy Policy, which is included, or referenced, in any online or paper forms used to collect such data e.g.: permissions slips for a youth club outing.

4. The rights of people whose information is held by KYC

- You have the right to request:
 - i. Access to the personal data we hold about you, free of charge.
 - ii. The correction of your personal data when incorrect, out of date, or incomplete.
 - iii. The deletion of the data we hold about you, in specific circumstances.
 - iv. Restriction of the use of your personal data, in specific circumstances, generally whilst we are deciding on an objection you have made.
- You can contact us to request to exercise these rights at any time by completing an SAR form.
- If we choose not to action your request we will explain to you the reasons for our refusal.
- You have the right to change your mind about the level of consent given at any time.
- To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make.
- If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.



European General Data Protection Regulation



updated June 2019

Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Leader

Signature.....

Date.....

Name..... 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	Use of 'staff' amended to appropriate phrase where necessary to encompass all adults. Replacement of 'A designated committee member will attend training' to 'be appointed as Data Protection Officer and will attend the appropriate training...'. How information is held by the youth leader and bookings coordinator updated. Some spelling and sentence structure changes.	Roy Peach, Youth Leader