



Privacy Policy

updated June 2019



Kennington Youth Club is a youth club in Oxford. The aim of the club is to provide young people of Kennington, Oxford and the surrounding area with facilities, activities, and opportunities to develop their physical, mental, and, spiritual capacities, developing into participative, active, and creative individuals and members of society, that they may be helped towards the realisation of the fullest potential of which they are capable.

We believe strongly that everyone involved with KYC has a right to privacy.

This Privacy Notice is to explain how we collect, store, and handle your personal data.

1. Why we collect your data

- a. We collect children's, parent's, staff, and helpers data in order to:-
 - i. Contact them in an emergency situation.
 - ii. Ensure awareness of any allergies, special needs, or any other medical conditions requiring relevant adjustments to be made.
 - iii. Inform about activities, events, and other KYC related matters.

2. How we collect your data

- a. We collect data via membership forms for both youth members and adults.
- b. We treat your data with the utmost care and take appropriate steps to protect it.

3. We do not share your data outside of KYC, without your permission

- a. See Kennington Youth Club's GDPR consent form regarding contacting and publishing of details.
- b. In line with the GDPR consent form, we may place images of members, staff, volunteers, and parents/carers, as well as information pertaining to your involvement in KYC on the KYC website, social media (Facebook, Twitter, Instagram), and also on publicity noticeboards.

4. Your rights

- a. You have many rights concerning your data including seeing what data we hold.
- b. You have a right to update your information at any time.
- c. You have a right to ask us to delete your information at any time.
- d. Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.
- e. To protect the confidentiality of your data, we will ask you to verify your identity before proceeding with any request you make under the privacy policy.
- f. 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.

5. Storage and protection of your personal data

- a. Members and their associated records are held securely by the Youth Leader in a paper file when off site, as well as in a file held securely in the Youth Club office.
- b. As of May 2019 the club is trialling an online membership database called Online Club Manager. If successful, this will be implemented fully.
- c. The 50:50 club holds its own privacy statement and is responsible for the protection of the 50:50 club data.
- d. The storage of personal data relating to hirers is held securely by the Bookings Co-ordinator.



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- e. Despite our best efforts to protect your personal information, the security of your information sent over the internet cannot be guaranteed and may be illegally intercepted or changed after it has been sent. Kennington Youth Club cannot accept liability for these if this happens.
- f. We take advice from Oxfordshire Youth regarding GDPR and attend training where available and appropriate.

6. Deletion of personal data

- a. Personal data is held until such time that we are notified of a member's, staff, or volunteer's resignation, or in the instance of youth members non-attendance and non-communication for a period of six weeks, we will automatically remove members data and associated records, apart from accident and health and safety records which will be held for seven years.
- b. We will also delete member's data at their request as soon as we are able to do so and not exceeding one week of the request being made.

7. Legal basis

- a. The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:
 - i. **Consent** – in specific situations, we can collect and process your data with your consent. When collecting your personal data, we'll always make clear to you which data is necessary in connection with a particular service.
 - ii. **Legal Compliance** – If the law requires us to, we may need to process your data according to the law eg: safeguarding.
 - iii. **Legitimate Interest** – with your permission we will use your data to contact you about relevant events, activities, and matters pertaining to Kennington Youth Club that we think may interest you.

8. SAR's Subject Access Requests

- i. If you would like more details or copies of your personal information, please complete a SAR form and return it to our Data Protection Officer.
- ii. We will acknowledge receipt within seven days and aim to respond within thirty days.
- iii. If you have a complaint about any aspect of our DP policy, please let us know and we will aim to respond and resolve the matter within 10 working days.

We hope this privacy notice has been helpful in setting out how we handle your personal data and your rights to control it. If you have any questions, please contact Jennifer Forder or Catherine Willis who will be pleased to help you.

Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....



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Name..... Data Protection Officer

Signature.....

Date.....

(This notice will be reviewed annually)

Document version history		Author: Roy Peach, Youth Leader	
Version	Date	Amendments	By whom
3	03/05/2019	Inclusion of 5b surrounding use of online membership database. Subsequent letters updated.	Roy Peach, Youth Leader