

Thame Youth Projects Group (TYP) Privacy Notice

Who we are and what we do

Thame Youth Projects Group (TYP) is a Charitable Incorporated Organisation (Registered Charity No. 1187553) formed by local people to provide recreational and leisure time activities, advice and support services that will help to equip young people from Thame and the surrounding area to participate in society as independent, mature and responsible individuals.

Our contact details:

Name: Thame Youth Projects Group CIO

Address: 8 North Close, Tiddington, Thame, OX9 2LT

Phone Number: 07961 710558

E-mail: dataprotection@thameyouthprojects.org.uk

What this Privacy Notice is for

This Privacy Notice sets out how we meet the General Data Protection Regulations (GDPR). It describes what personal information we need from you, what we do with it and how you can access and update your information. We have a legal obligation to make sure that the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

What type of personal information we need from you

The type of information we need depends on whether you are:

- A young person using our services, or their parent or guardian
- A member of our staff, paid or volunteer
- A supporter providing practical, financial or other help and encouragement.

The types of information that we need are:

Personal information	Young person	Staff	Supporter
Name, address, phone number, email address	X	X	X
Date of birth	X	X	
Medical and other conditions applicable to our care for young people	X		
References, including enhanced DBS check		X	
Bank account details, NI number, tax details		X	
Images (photo & video) and audio recordings (Parental consent required for those aged under 16)	X	X	X

Why we need your personal information

We are only allowed to obtain and use your personal information if it is necessary for us to deliver our services and to comply with the law. The reasons for having your information are:

Personal information	Reasons	Lawful basis*
Name, address, phone number, email address	- keeping you informed of our activities - contacting you in case of need (young people) - recording attendance at our activities (young people and staff)	Consent
Date of birth	- safeguarding (young people) - pension and employment rights (staff)	Legal obligation
Medical and other conditions applicable to our care for young people	- safeguarding (young people)	Legal obligation
References, including enhanced DBS check	- safer recruitment (staff)	Contract
Bank account details, NI number, tax details	- payment of salary and expenses (staff)	Contract & legal obligation
Images (photo & video) and audio recordings	- identification (staff) - publicity	Contract & Consent

* see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

How we get your personal information

We obtain information about you when you use our website contact form, send us an email, call us on the telephone, send us information through the post or hand in a form to us. In the case of images and recordings, these are usually obtained during our activities.

Our website and email services are protected by Transport Level Security (TLS). We recommend that the service you use to email us is similarly protected. We cannot accept responsibility for the security of information in transit from you to us.

In supplying your information, you are consenting to us using it as described in this notice. If you have any concerns, please see Your Data Protection Rights below.

Cookies: When visiting our website, the only information that is tracked via cookies is standard Google Analytics, which will use a cookie, but doesn't store any personally identifiable information about the individual visiting the website.

What we do with your personal information

We may use your information to:

- organise and deliver our services to young people
- seek your feedback on the services we provide
- notify you of relevant changes to our organisation or services
- send you communications which you have requested and that may be of interest to you
- process an employment application

You can specify what information you wish to receive, and whether you would like this via email or via post. If at any time you wish to change how we communicate with you, or update the information we hold, please do get in touch:

E-mail: dataprotection@thameyouthprojects.org.uk

Post: Thame Youth Projects, 8 North Close, Tiddington, Thame, OX9 2LT

You can opt out of our Mail Chimp emails by clicking on the unsubscribe link at the bottom of our messages

How we use and protect your personal information

Your personal information is used and stored by TYP staff who are trained and authorised as data processors. They follow our data protection procedure under the supervision of our data controller. The operation of our data protection procedure is reviewed by our data controller at least annually or when legal requirements change or deficiencies are discovered.

We will not sell your information to, or otherwise share it with, third parties for their own direct marketing purposes.

Where we use third party service providers to help us to manage and deliver our services, we may need to pass your personal information to them. In that case, we disclose only the personal information that is necessary for them to deliver the service and we have a contract in place that requires them to keep your information secure, not to use it for their own direct marketing purposes and to destroy it once the service has been delivered.

We may be required by law to disclose your personal information, with or without your knowledge and consent, depending upon the applicable legislative powers being exercised by the authority concerned.

How we store your personal information

If your personal information is recorded on paper, it will be stored in a locked container to which only registered key holders have access.

Personal information that is stored electronically is password protected. Passwords are issued only to authorised data processors and are changed regularly. Different levels of authorisation ensure that only those whose work requires it have access to particular types of information.

The physical location for the storage can be a portable device such as a laptop or tablet, a personal computer or a remote server. In the case of portable devices, these are under the personal responsibility of an authorised data processor and are always kept in a secure location or on their person. Personal computers are kept in a secure location under the responsibility of an authorised data processor. Remote servers that we use are covered by the data privacy policies of the organisations that operate them. We can provide you with information on request.

We have a secure back-up system that enables lost or corrupted information to be restored. Anti-virus and other software are kept up to date.

How long we hold your personal information

We hold your personal information for a defined period according to the purpose for which we are holding it:

Young people – 15 years after their last attendance

Staff - 15 years following their departure from the Group or until they are aged 65, whichever is the longer time.

Supporters – 2 years after their last contact with us.

How we dispose of your personal information

Paper records are disposed of by cross-cut shredding or environmentally sound incineration. The disposal is carried out by one of our authorised data processors or

by a commercial company that we have approved as meeting our data protection procedure.

Electronic records, including back-up copies, are deleted and also removed from the devices' recycle or trash folders.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at

Phone: 07961 710558

E-mail: ThameYouthProjects@outlook.com

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to our data controller via:

Phone: 07961 710558 E-mail: dataprotection@thameyouthprojects.org.uk

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your personal information.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

