



DATA PRIVACY NOTICE

Bodmin Youth Project

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and the Data Protection Act 2018.

2. Who are we?

Bodmin Youth Project is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Bodmin Youth Project complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To enable us to obtain permission from parents and carers for young people to take part in our activities;
- To promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events.
- Processing is necessary for carrying out legal and contractual obligations under employment, tax, social security or social protection law, or a collective agreement.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others in for purposes required by the activities that you choose. We will not share your data with third parties without your consent, unless required to do so by law.

6. How long do we keep your personal data?

We keep data for as long as you are involved with our activities and/or have consented to us keeping you informed of events and activities at BYP and/or as long as we have to in order for us to fulfil our legal obligations.

Specifically, we retain data of individuals while they are still involved; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and we may keep a roll of young people who have attended past and present, permanently.

We have a retention policy which specifies how long we keep different types of records. Copies are available from the contact address below.

We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Bodmin Youth Project holds about you;
- The right to request that Bodmin Youth Project corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Bodmin Youth Project to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with a copy of his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioner's Office.

8. Security of your data

Appropriate security measures have been applied to prevent misuse or loss of personal data. These measures are designed to stop unauthorised access that could lead to data being disclosed or changed without your knowledge or permission. Only those employees and volunteers who need to know your data to carry out their duties will have access to it. No processing of personal data will be carried out that is not according to our instructions.

If a suspected breach of data should occur, procedures are in place to deal with this. We will inform you and the ICO in cases where we are legally obliged to do so.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the, Manager of BYP, Jon Langford, at Magpie Meadow, Cross Lane, Bodmin, PL31 2ED.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

