



Privacy Notice

January 2023

Wolvercote Young People's Club is a youth club in Oxford. The aim of the club is to engage and support young people through dynamic and creative youth work. This is achieved through providing engaging experiences, facilitated by reliable, professional staff, that empower young people to make informed decisions that benefit their future, where everyone is recognised for their contribution.

We believe strongly that everyone involved with WYPC 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 WYPC related matters.

2. How we collect your data

- a. We collect data via online membership/registration 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 WYPC, without your permission

- a. In line with the GDPR consents on member's records, we may place images of members, staff, volunteers, and parents/carers, as well as information pertaining to your involvement in WYPC on the WYPC 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 may be held securely by the youth work team in a paper file when off site.
- b. Members and their associated records are held securely in an electronic online database called Online Club Manager, accessible to key members of staff only. This system is GDPR compliant.
- c. The storage of personal data relating to premises hirers is held securely on our systems.



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- d. 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. Wolvercote Young People's Club cannot accept liability for these if this happens.
- e. We take advice from Oxfordshire Youth and similar organisations 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 a term, we will remove members data and associated records, apart from accident and health and safety records which will be held for seven years or as determined through any changes in statute.
- b. We will 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 Wolvercote Young People's 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 this 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 Val Tate or Roy Peach via admin@wytc.org.uk who will be pleased to help you.

Signed on behalf of the Management Committee:

Name..... Val Tate..... Chairperson

Signature..... .....

Date..... 13.12.2022.....



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Name.....Roy Peach..... Charity Manager

Signature..........

Date.....13.12.2022.....

(This notice will be reviewed annually)

Document version history		Author: Roy Peach, Charity Manager	
Version	Date	Amendments	By whom
1.0			
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