

PRIVACY NOTICE



INTRODUCTION

Newhaven Youth for Christ is a charity and a local centre with British Youth For Christ.

We value everyone who engages with us by whatever means, and we do all we can fully to protect your privacy and to make sure the personal data you provide us with is kept safe.

This Privacy Notice is designed to comply with the General Data Protection Regulation (GDPR) and is issued in the interests of transparency over how we use (“Process”) the Personal Data we collect.

We treat all our supporters and contacts in line with our values and ethos and we welcome any feedback about any of our actions.

WHAT DO WE DO WITH YOUR PERSONAL DATA? OUR LEGAL BASIS FOR HOLDING AND PROCESSING YOUR PERSONAL DATA

Legitimate interest: Contacting you

We may contact you by post or telephone where we have a legitimate interest to do so. For example, where you have made a donation to Newhaven Youth for Christ, we may send you information about the work your donation is making possible or other work we may wish to do. Where you have previously asked us not to contact you in this way, we will respect your contact preferences. You can change your preferences at any time or stop us processing your data by contacting us by telephone or email.

Consent; Contacting you

We may contact you by email or text if you have given us your consent to do so, for example by filling in the contact form on this website. We obtain consent from every person who asks to receive our termly prayer and newsletter. We will only communicate in accordance with your preferences and you are free to change your preferences at any time by contacting us by telephone or email.

Applying for a job or volunteering with us

Where you provide personal data when applying for a job or to volunteer with us, we will use the personal data we collect to:

- Support the recruitment process.
- Answer any questions you may have.

- Use third parties to check references and complete DBS checks.

Where you provide personal or sensitive personal data, such as religious beliefs, dietary, mobility requirements or health information, to volunteer with us or work with us we will hold the data to:

- Enable you to volunteer.
- Support the recruitment process

Lawful basis: Young people who attend our youth work.

We have a lawful basis to collect the data on a parental consent form to keep children and young people safe whilst in our care.

Details provided on the parental consent form will be kept in paper form in a secure office at the youth worker's home and brought to youth club for each session in case it needs to be used to contact you. Your phone number will be stored on the youth worker's phone so that we can contact you quickly in the event of any difficulty.

We will use your phone number to text information about the youth club – for example if it is closed during the holidays.

If your son/daughter has not attended the youth club for a term, your parental consent form will be destroyed. If they re-join at any time, you can fill the form in again.

Your data will not be shared with anyone else – the only exception to this is if there was a safeguarding issue concerning your child.

You can ask to see the data we hold on your parental consent form at any time.

HOW AND WHERE WE STORE YOUR INFORMATION

How long?

We will keep your personal information only for as long as we consider it necessary to carry out each activity.

We have a data retention policy to implement this. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned.

For example, we will retain details of donations for 7 years to meet tax and accounting requirements, and we will retain any safeguarding records indefinitely.

HOW SAFE IS THE PERSONAL INFORMATION WE HOLD?

We ensure that access to personal data is restricted only to those staff members or volunteers whose job roles require such access and that suitable training is provided for these staff members and volunteers.

WHEN WE SHARE YOUR INFORMATION

We do not share or swap your information with any other charities or parties.

Legal duty

We may need to pass on information if required by law or by a regulatory body. For example, a Gift Aid audit by the HMRC, or if asked for details by a law enforcement agency.

YOUR RIGHTS AND TELLING US WHEN THINGS CHANGE

We fully recognise your right to have your data removed, to be forgotten, to opt out of communications or withdraw consent and to have a copy of your personal data. You also have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk>

Preferences

You can change your preferences at any time about what you receive from us by contacting us via our website or by emailing centredirector@newhavenyfc.org

Telling us to stop processing

You have the right to ask us to erase your personal data, to ask us to restrict our processing or to object to our processing of your personal data.

ACCESS TO YOUR INFORMATION

You have the right to request details of the information we hold about you.

You can ask us to remove your data by emailing centredirector@newhavenyfc.org or phoning 07763333998 but please note we do need to obtain parental consent information to safeguard young people whilst in our care.

