

Youth Centre

General Data Protection Regulations (GDPR) Privacy Policy Version 1.1 May 14th 2018

About this policy.

This policy explains when and why Alveston Youth Centre Management Committee (AYCMC) collects personal information on individuals. It outlines how we use it, keep it secure, and defines individuals' rights in relation to it. We will collect, use and store personal data, as described in this Privacy Policy in connection with hiring the Youth Centre or when circulating interested parties with information about Centre activities.

We reserve the right to amend this Policy from time to time without prior notice. You will be informed by email of any amendments. A current copy will be available from the Treasurer or Booking Secretary on request. It will be displayed in the foyer at The Centre, and can be accessed from our web site www.alveston.org/alveston/alveston-youth-centre. We will only share your personal data with third parties as outlined below.

We will always comply with the GDPR when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible persons.

For the purposes of the GDPR, the AYCMC Treasurer will be the "Data Controller" for all personal data we hold about hirers and others. The Controller is responsible for making sure AYCMC complies with the General Data Protection Regulation (GDPR) which applies from 25th May 2018. We will review personal data every year around the time of our Annual General Meeting to establish whether we are still entitled to process it or not.

"Data Processors", the people who actually use the data, as defined by GDPR will normally be the Booking Secretary and the Treasurer, though there may be circumstances where other committee members need access to your data.

Individual's rights.

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased under **certain circumstances**
- To object to or restrict how your personal data is processed under **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the Treasurer or Booking Secretary.

Specific use and sharing of personal information.

In general your personal data will only be used for the purposes of managing bookings and your email and telephone numbers may be used for communication about news/work at The Centre and other important notices etc. If you book the Traversing Wall at The Centre, your name, email address and postal address will be shared with 2nd Alveston Scout Group, as they own and insure the wall. Your personal data will not normally be passed to anyone outside AYCMC and your email will only be given to someone outside the Association with your permission.

The Lawful reasons for processing your data.

We have two lawful reasons for processing your data, which are:

Processing of your data is necessary for the administration of your Centre bookings, including raising invoices and receiving payments.

You have given consent to the processing of your data by signing our Privacy Policy statement for the specific purposes set out in this policy.

The table below gives further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. AYCMC will make every effort to ensure data is only shared with organisations that are GDPR compliant.

In addition to the reasons stated above we may have to disclose your data where we have an inescapable legal obligation.

What Information we collect, why we collect it, and who we share it with.

Data processed with your consent as a requirement of managing bookings.

Type of information	Purpose	Shared with
Name, address, telephone numbers, e-mail address, organisation represented if applicable	Managing bookings and notification of availability of the Centre.	Management Committee members.
Booking dates and times		
Charging Information	Raising invoices and taking payment (we do not hold your bank information)	

Please note we have a calendar on our web site for the purpose of showing bookings, but this does not include individuals' information.

Other communications between individuals and the Centre.

We may hold your details for a period of time to deal with any enquiries or to send you information about The Centre. Any emails and other communications with The Centre will only be retained for a period of time appropriate to the content or request.

How we protect your personal data.

The Data Processors will process information electronically and hold information on computers secured by password and anti-virus software. Information will be backed up regularly.

We will never sell your personal data or pass it on to anyone else, other than to those already identified in this document.

In the event of a breach of the security of data we will notify individuals as soon as possible.

Request to see your personal information.

If you wish to know what personal data AYCMC holds please email the Booking Secretary at bookingsaymc@gmail.com who will respond within 28 days of the request.

Accuracy and retention of data.

You are responsible for keeping AYCMC informed of changes to your data (e.g. address/telephone number etc), and at that time you are authorising us to continue to hold such data on file.

Details will be purged on a regular basis and in general will be kept for 2 years after termination of booking, enquiry or information circulation.