

# Bridge Youth Centre - Privacy and GDPR Policy

The Bridge Youth Centre exists to help young people become Secure, Successful, Proactive and Independent. We seek to achieve this by providing a high quality, safe centre to work from, a professional team of youth working staff and volunteers, and a supportive programme of activities.

The Bridge Youth Centre is run by the Bridgnorth Dry Bar Trust, a charity registered in England and Wales, Reg No. 1041288.

This privacy and GDPR policy explains how we process any personal information we collect.

## Policy Statement

We are committed to the protection of the rights and freedoms of individuals in accordance with the provisions of the General Data Protection Regulations (GDPR). We will comply fully with the requirements of the GDPR and will follow procedures which aim to ensure that all persons who have access to any personal data held by us or on our behalf are fully aware of, and abide by, their duties and responsibilities under the legislation.

In order to operate efficiently we process information about the young people and volunteers we work with, our donors and other supporters, our staff and trustees.

We will ensure that all personal information is processed properly however it is collected, retained, used or otherwise processed; on paper, in computer records or recorded by any other means. Accurate, proportionate and up to date records are kept to ensure a good framework of service delivery to users, support and supervision for volunteers and employees, and to comply with employment, charity and any other legal requirements.

## Personal Data

Personal Data is defined within the GDPR as any information relating to an identified or identifiable natural person (“**data subject**”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as names, addresses, telephone numbers, job titles, date of birth, salary, ID numbers, location data, online identifiers, genetic data or biometric data.

## GDPR Data Protection Principles

We will comply with the data protection principles of the GDPR to ensure all personal data is:

- Processed lawfully, fairly and in a transparent manner;
- Obtained for specified, explicit and legitimate purposes only;
- Only processed in a way that is compatible with the purpose(s) for which it was collected;
- Adequate, relevant and limited to what is necessary for the relevant purpose(s);
- Accurate and up to date;
- Kept for no longer than is necessary for the purpose(s) for which the data is processed;
- Processed in accordance with the data subject’s rights under the GDPR;
- Kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage; and
- Not transferred outside of the United Kingdom without appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for data subjects are available.

## **Data Held**

### **Young People**

Each young person attending the Centre is required to have a Consent Form completed by a parent or other adult with parental responsibility. This form includes consent for personal data to be held about the young person.

### **Volunteers**

The Bridge Youth Centre is run with the help of volunteers and young volunteers. Personal data about volunteers is held to facilitate the successful running of the centre's activities.

### **Employees**

Personal data for job applicants, employees and trainees is processed for a variety of purposes including: Recruitment, payroll, pension administration, accounting, work allocation and monitoring, performance reviews, diary management and other employment related purposes.

### **Supporters and suppliers**

Mailing lists are maintained of supporters who the Trust keeps informed of its various projects and activities. Data is also held relating to donors and suppliers to satisfy regulations for accounting, tax and other administrative purposes.

## **Sharing Information**

We will not normally share any information we hold to others without prior consent, unless one of the following exceptions apply. We may disclose information we hold:

- If it is necessary for law enforcement or similar purposes;
- If it is necessary in a medical emergency;
- As a necessary part of providing our service(s) or contacting individuals - for example, by using a third party such as mail-chimp to process our communications;
- As a necessary part of ensuring we comply with our legal obligations.

## **Retaining and Deleting Information**

We will take all reasonable steps to ensure that the information we hold is kept secure. We will only hold personal data for as long as it is required for the delivery of our services or to meet our legal obligations in relation to other legislation such as safeguarding, accounting, tax etc. Deleting information may involve either the removal of the data or its anonymisation, meaning that it no longer continues to be identifiable to an individual.

A request for information to be deleted may be sent using the contact details below.

## **Subject Access to Information and Correction**

You have the right to request details of the information we hold about you. To do this, you should write to the address below, enclosing a cheque for £10 made payable to Bridgnorth Dry Bar Trust. We are allowed by law to require this fee prior to dealing with your request, to reflect the administrative costs involved. It will help us to process your request if you can be specific about what information you require, otherwise we may need to contact you again to clarify this. We will respond to your request within 40 days of receiving both the written request and the required fee. You have the right to request that we update or correct any information we hold about you. Please contact us using the details below to let us know what needs correcting.

## **Cookies**

Our website may record some of your personal information, for example, by logging your IP address or the location of your computer or network. It may also record information about you that you enter into online forms.

Other data may be collected anonymously about your use of our site from cookies. Cookies are small text files that are placed on your computer by websites that you visit. To find out more about cookies, including

how to see what cookies have been set and how to manage and delete them, visit [allaboutcookies.org](http://allaboutcookies.org). We may use cookies:

To establish the needs of visitors and customise the content of our website;

To process any forms, requests or applications you send;

For internal administration and analysis.

### **Other websites**

Our website sometimes contains links to other websites. This privacy policy only applies to the Bridge Youth Centre website so when you link to other websites you should read their own privacy policies.

### **Changes to this Privacy Policy**

We keep our privacy policy under regular review and we will publish any updates on our website. This privacy policy was last updated on 22<sup>nd</sup> May 2018

### **How to Contact the Bridge Youth Centre:**

By email: to [admin@thebridgeyouthcentre.co.uk](mailto:admin@thebridgeyouthcentre.co.uk)

By mail: to John Prockter, Manager, Bridge Youth Centre, 52a Whitburn Street, Bridgnorth. WV16 4QP