

PRIVACY NOTICE

St Francis Youth & Community Centre (the Centre)

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 data that we hold may include sensitive personal data. This includes information that relates to the mental or physical health, racial or ethnic origin and immigration status and may also include children's data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

St Francis Youth & Community Centre 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?

St Francis Youth & Community Centre 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 service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer records;
- To fundraise and promote the interests of the Centre;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events and activities taking place at the Centre;
- To deal with enquiries and feedback from you;
- To send you emails or letters offering you to take part in a survey and/or give feedback
- To contact your designated person in case of emergency

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 and activities.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for the performance of a contract;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary for the purposes of legitimate interests.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with employees, volunteers and Directors of the Centre. We will only share your data with third parties outside of the Centre with your consent.

6. How long do we keep your personal data?

We keep your personal data for a period of six years. Any personal data required for safeguarding purposes will be kept for 70 years.

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 the Centre holds about you;
- The right to request that the Centre 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 the Centre to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact either the Centre Manager, Annette Lucas: annette.lucas@stfranciscentre.co.uk, Carol Hall, Parish Administrator: carol.hall@stfranciscentre.co.uk or the K@Boom Out-of-School Club Manager: kaboom@stfranciscentre.co.uk

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.

Consent

If you agree to your personal data being held and processed in this way, please tick the box