



YOUNG CUMBRIA - DATA PRIVACY NOTICE 2018

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 processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

The personal data we use includes but is not limited to, contact information, characteristics, such as ethnic origin, gender, religious beliefs, medical information, needs and risk assessments, photos, videos and sound recordings and financial information.

2. Who are we?

Young Cumbria is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Young Cumbria complies with the 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 require your explicit consent so that we can

Record,

Store,

Collate and analyse,

Share,

Use and process your personal and sensitive data in order to meet the purposes set out below.

4. What is the legal basis for processing your personal data?

- We use your personal data for the following purposes
- To meet our legal and statutory requirements
- To provide our service and meet need
- To ensure the Safeguarding of service users
- To ensure health and safety requirements are met
- To provide you with details of our service, offers and information
- To meet funders' reporting and evaluation requirements

Processing of personal data is also necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the organisation to carry out our service obligations. We will only share your data with third parties with your specific consent or when an immediate risk of significant/serious harm has been identified (safeguarding responsibilities).

The third parties we may share your data with include, but are not limited to, schools and places of education, social and children's services, police, NHS, support practitioners, CAMHS, financial organisations and via our website.

We will never sell or inappropriately disclose your personal data, nor use it for any unlawful purpose.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the GDPR

Specifically, we retain data for the length of time set out in Appendix A.

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 organisation holds about you;
- The right to request that the organisation 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 organisation to retain such data;
- The right to withdraw your consent to the processing of your personal data at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability);
- 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 Commissioner's 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 detailing 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;

Young Cumbria
Room 4 & 5 Moss Bay House
Pearl Road
Derwent Howe
Workington
Cumbria CA14 3YT

Email: lynseycrosthwaite@youngcumbria.org.uk

Appendix A – Data Retention Times

Type of Information	Length of Retention
Data relating to Young People and Service Users of Foundations, Youth Commission	7 years from the person leaving the service
Data relating to Isthmus cottage	6 years from date of last booking
Data relating to Membership	6 years from end of membership
Data relating to employees and volunteers	6 years from end of employment
Data relating to financial transactions, accounting etc	6 years from date of transaction/service
Data relating to Trustees	To be held indefinitely
Safeguarding Concerns	7 years from the young person leaving the service, where a concern relates to a young person 10 years + where a concerns relates to an adult