



## DATA PROTECTION POLICY

To comply with new GDPR laws we have created this policy to inform our members and volunteers about the types of data and information we keep about individuals who use our service, how we process it, how long we keep it and why.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### 2. General provisions

- a. This policy applies to all personal data processed by YOUNG AND FREE.
- b. The Responsible Person shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. The Charity shall register with the Information Commissioner's Office as an organisation that processes personal data.

For record keeping purposes we collect and store various types of data. Each type has its own retention length which applies to all records of that type and to all formats: paper and electronic.

**Young and Free, Filwood Community Centre, Barnstaple Rd, BS4 1JP**  
**T: 07468524364, E: [enquiries@youngandfreecharity.co.uk](mailto:enquiries@youngandfreecharity.co.uk)**  
**[www.youngandfreecharity.co.uk](http://www.youngandfreecharity.co.uk) Reg Charity no. 1117939**

Type of Data	Details	Retention Period	Disposal Activity
<b>Member/volunteer info</b>	Sensitive, personal data often relating to member and volunteers of the charity, to be reviewed every 2 years	Electronic: indefinitely Paper: 2 years	Paper: professionally shred Electronic: n/a
<b>Fundraisers</b>	Names, addresses and/or email addresses	To be reviewed every 2 years. For Gift Aid guidelines: 6 years	Paper: professionally shred Electronic:
<b>Contact Forms (from website)</b>	Names, email addresses, post addresses	2 years	Paper: n/a Electronic: delete
<b>Emails</b>	Names, email addresses, post addresses	2 years	Paper: n/a Electronic: delete
<b>Care plan &amp; needs</b>	Support you need during events etc	To be reviewed every 2 years	Paper/electronic
<b>Medications</b>	We need this information so that if you ever need emergency medical assistance we can advise paramedics what medications you are on	Every 2 years	Paper (will be professionally shred upon review)
<b>Incoming Telephone Calls</b>	Names, addresses, email addresses, telephone numbers	2 years	Paper: professionally shred Electronic: n/a

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### **Special categories of data:**

- Health conditions
- Sexual orientation
- Ethnic origin

Why do we need to process this data?

- For equal opportunity records
- Event attendance record keeping
- To ensure that every individual member needs are met

We will process this data in the following circumstances:

- You have given consent for us to process the data
- It is required that we retain the data by law
- For reasons of public interest

### **Your rights regarding your data:**

- You have the right to be aware of all types of data we have about you
- The right to request changes if you think anything is incorrect
- The right to request data be erased
- The right to restrict how we process your data
- The right to transfer data we hold about you to another organisation or service
- The right to object the inclusion of any information

### **Consent**

Once you give us permission to hold your data, you also have the power to withdraw consent at any time.

### **Making a complaint**

If you ever feel it necessary to make a complaint about our data practices you can do so by contacting ICO online or in writing:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire SK9 5AF Tel: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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APPROVED BY THE BOARD JULY 2018

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