

CONSENT AND REGISTRATION FORMS PRIVACY NOTICE

Introduction

At NE Youth we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

The personal data we collect, why we collect it and the legal basis

Personal details that we obtain on these forms include: emergency contact details, child/young person's name, home address, email address, date of birth, telephone number, health information, medical contact information.

With your consent, we collect personal data about you and your child in order to ensure:

- We have appropriate consent in place for a child or young person accessing our services
- We have information relating to any relevant health or medical needs relating to a child or young person accessing our services so that we can support them and others appropriately
- We have contact details for a parent/guardian/relevant adult so that we are able to contact them in the event of an emergency
- We have information to pass on to relevant instructors (e.g. swimming ability) in order to ensure a child or young person's safe participation in activities
- We have appropriate consent in place to use photos/recorded materials for a child or young person accessing our services
- We have the relevant information needed to report back to the organisations who fund our work

Who we share your data with

We will only share your data with your written permission, unless:

- We have a safeguarding concern about a child or young person accessing our services
- We are legally required to do so, for example, by a law enforcement agency, court or the Charity Commission
- It is necessary to protect our rights, property or safety or to protect the rights, property or safety of others
- It is necessary for us to report on our work e.g. to funders. We will only do this with reputable organisations and we will only share the necessary information

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored in secure filing cabinets, secure computers or servers located in the UK.

How long do we retain your data?

- Registration Forms: A maximum of 6 years from sign up
- Consent Forms: A maximum of one month from the date of the activity

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- Request to access, amend or correct the personal data we hold about you
- Request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing

If you wish to exercise any of these rights above or you have any questions or concerns about any aspect of this notice or how we handle your data, please contact us in writing at NE Youth, 34 Grainger Park Road, Newcastle upon Tyne, NE4 8RY

If you would like to request the personal data that we hold about you, please do so at the address above and we will respond within one month of receiving your request

If any of the details asked for on the form(s) should change, please contact us on 0191 272 7494 and we will update our records.

Complaints

If you have a concern or complaint, please contact NE Youth on 0191 272 7494

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

Changes to this notice

We will keep this notice under regular review. Any changes to this notice will be posted at www.neyouth.org.uk and where, appropriate, notified to you by email or in the post, so that you may be aware of how we use your data at all times.