

## **South Wight Area Youth Partnership (SWAY) Privacy Policy**

### **Charity No: 1160139**

This privacy policy sets out how we use and protect any information that you give to us, whether through using our website, by post, email or phone. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy policy.

#### **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").

#### **2. Who are we?**

The South Wight Area Youth Partnership is a registered charity which serves young people across the area of the South Wight helping young people to build self confidence and self worth, allowing them to discover their own identity and potential. We provide leadership development, Course Training, Opportunities for service; work experience, family support, and Residential "away" breaks. Our records are held by Andy Dorning, (Data Controller and lead worker) who decides how your personal data is processed and for what purposes, additionally held by SWAY Administrator as Data Processor

#### **3. How do we process your personal data?**

Andy Dorning (as Data Controller) and the SWAY Administrator (as Data Processor), must comply with their 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 voluntary service for the benefit of the public in a particular geographical area as specified in our Articles of Association;
- To administer membership records;
- To fundraise and promote the interests of SWAY;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, and activities;

#### **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, activities and , when applicable, to process any gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent (except in a medical emergency).

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential.. We will only share your data with third parties with your prior consent.

## 6. How long do we keep your personal data

We keep data for up to 6 years after the calendar year to which they relate; although, at your request this data can be deleted at any time (See your rights below).

## 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 be informed and to request a copy of your personal data.
- The right to request correction of 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 to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*.
- 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 object to the processing of personal data, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- 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 Data Protection 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, raise queries or complaints, please, in the first instance, contact Andy Dorning (Data Controller) on 01983-741192 or 07552236067 or Sharon West (Data Processor) on 07896522940 or by emailing [sway.exchange@mail.com](mailto:sway.exchange@mail.com);

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.

Transparency is a fundamental part of the GDPR and the Data Protection Act, in that data must be processed lawfully, and fairly, as expressed in article 8 of the Charter of Fundamental Rights of the European Union.