

PORTISHEAD YOUTH & COMMUNITY CENTRE

Privacy notice (GDPR compliant)

Portishead Youth and Community Centre Ltd is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR [as defined in the Data Protection Act 2018 and any amendments or updated legislation] the types of data that we hold on you. It also sets out how we use that information, how long we keep it for and other relevant information about your data. Any changes to the data collected by the Centre or the way it is stored will be reported by the Head of Centre during the annual review, and the policy amended accordingly.

This notice applies to current and former employees, contractors, volunteers, service users and Trustees. Inevitably, we collect most information on employees and volunteers, so contractors, service users and Trustees should ignore those sections that do not apply to them.

The policy for the retention and storage of child protection records which follows the NSPCC Guidelines (2022) is included in the Safeguarding Policy.

Data controller details

The Company is a data controller, meaning that it determines the processes to be used when using your personal data.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment or other business with the Centre in ways that have been explained, and to only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures a) it will not be used for anything that you are not aware of or have not consented to and b) it will not be lost or destroyed

Types of data we process

We hold many types of data about you, which may include:

- your personal details including your name, address, date of birth, email address, phone numbers
- gender
- sex
- marital status
- dependants, next of kin and their contact numbers
- medical or health information including whether or not you have a disability

- information included on your application paperwork including references, education history, qualifications and training information, and employment history
- evidence of your right to work in the UK (passport and Visa documentation as required)
- driving licence
- bank details
- tax codes
- National Insurance number
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- internal performance information including supervision notes etc.
- leave records including annual leave, family leave, sickness absence etc.
- details of your criminal record as found on your DBS report
- training details
- building entry records (for keyholders)

How we collect your data

We collect data about you in a variety of ways and this will usually start when you begin employment, volunteering or other involvement with the Centre where we will collect the data from you directly. This includes the information you would normally include in an application form or a recruitment covering letter, or notes made by those undertaking a job interview. Further information will be collected directly from you when you complete forms at the start of your employment or business with the Centre, for example, your bank and/or next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies or former employers, when gathering references.

Personal data is kept in personnel files or within Portishead Youth and Community Centre Ltd's IT systems.

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests or transact business with you
- to protect your interests
- where something is done in the public interest and
- for Child Protection and Safeguarding of all users of Portishead Youth and Community Centre.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data. For example, we need to collect your personal data in order to:

- carry out the employment or business contract that we have entered into with you and
- ensure you are paid.

We also need to collect your data to ensure we are complying with legal requirements such as:

- ensuring tax and National Insurance is paid
- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer initial employment to, and subsequent internal appointments, promotions etc
- making decisions about salary and other benefits
- providing contractual benefits to you
- maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained
- effectively monitoring both your conduct and your performance and to undertake procedures with regard to both of these if the need arises
- offering a method of recourse for you against decisions made about you via a grievance procedure
- assessing training needs
- implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments
- obtaining expert medical opinion when making decisions about your fitness for work
- managing statutory leave and pay systems such as maternity leave and pay etc
- dealing with legal claims made against us
- preventing fraud
- ensuring our administrative and IT systems are secure and robust against unauthorised access
- keeping you informed of tasks, activities, sessions, projects and meetings that will have an effect on your job role with Portishead Youth and Community Centre.

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data in the following ways:

- to assess suitability for the job role/volunteering role that you wish to undertake with Portishead Youth and Community Centre
- to assess suitability to drive on company business where relevant to your job role.

We process this data because of our legal obligation to Child Protection and Safeguarding.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract of employment. If you do not provide us with the data needed to do this, we will be unable to perform those duties e.g. ensuring you are paid correctly. We may also be prevented from confirming, or continuing with, your employment with us in relation to our legal obligations if you do not provide us with this information e.g. confirming your right to work in the UK or, where appropriate, confirming your legal status for carrying out your work via a DBS/criminal record check.

Sharing your data

Your data will be shared with colleagues within the Company including Trustees where it is necessary for them to undertake their duties. This includes, for example, your line manager for their management of you, Office Administration staff for maintaining personnel records and for employees the payroll department/contractor for administering payment under your contract of employment. Your email address may be included in open group email messages with other colleagues/Trustees when information is being circulated. These may be sent as open messages in order that there is clarity amongst all recipients as to who has been included in the correspondence.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- the right of access. You have the right to access the data that we hold on you. To do so, you should contact the Head of Centre or Administration Manager.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- the right to portability. You may transfer the data that we hold on you for your own purposes.
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. That withdrawal must be given in writing. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases we may continue to use the data where so permitted to do so by having a legitimate reason.

If you wish to exercise any of the rights explained above, please contact the Head of Centre.

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Protection Officer

The Company's Data Protection Officer is Kim Jones.

Reviewed March 2025

 Recoverable Signature

X J Power

John Power
Chair of Trustees

Signed Signed by: 73a22ba1-3bb3-4d9f-8286-fa44761e5c56 Chair of Trustees

 Recoverable Signature

X K Jones

Kimberley Jones
Head of Centre

Signed Signed by: 73a22ba1-3bb3-4d9f-8286-fa44761e5c56 .Head of Centre and Youth Provision

Full name:

I consent to Portishead Youth and Community Centre Ltd storing and using my personal data in accordance with the Privacy Notice (GDPR Compliant) of Portishead Youth and Community Centre.

Signed:

Date: