The Youth Association
Data Protection Policy

This policy is intended to cover the Data Protection responsibilities of the Youth Association towards those who work for and with us in our work. Details of the Association’s Data Protection Officer are provided at the end of the policy.

Background

The Data Protection Act 1998 regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of this information, and covers computerised records as well as paper filing systems.

Data users must comply with the data protection principles of good practice which underpin the Act. Personal data must be:
- obtained and processed fairly and lawfully
- held only for specified purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept longer than necessary
- processed in accordance with the Act
- kept secure and protected
- not transferred to countries without adequate data protection.

It is the policy of the Youth Association that all personal data will be held in accordance with the principles and requirements of data protection and other relevant legislation, and that procedures will be put in place to ensure the fair processing of data subjects. The Youth Association and all staff and volunteers who process, or use personal data must ensure that they abide by these principles at all times.

The Youth Association is the data controller under the Act and is therefore ultimately responsible for implementation. However day to day matters, notification, contact with the Information Commissioner, ensuring that this data protection policy and compliance is reviewed at appropriate intervals and the handling of subject access requests will be dealt with by the Data Protection Officer, Andy Clow (andy.clow@youth-association.org).

Relevant data protection issues will be included in all induction and training.
**Information held by the Association**

- Information held by the Youth Association relates to organisations (public, private and voluntary) and individuals (including volunteers, employees, young people and any external consultants) who support, assist, provide services to, work within or alongside the Youth Association.

- The Youth Association will ensure that individuals know enough about how information held about them is used or disclosed. Information held about individuals will only be collected and recorded with good reason. It will be stored securely and for only as long as required.

- Relevant data protection issues will be included in all induction and training, and an internal audit of data protection compliance will be carried out by the Data Protection Officer at appropriate intervals.

- The Youth Association will not give out information about any individual over the telephone or by e-mail unless it is satisfied that the individual knows that this type of disclosure may be made and/or the information is already in the public domain (or that there is an over-riding reason for the disclosure such as safeguarding the wellbeing of a child or young person).

- No details of individuals will be passed to other organisations for marketing, fundraising or circulating information unless consent has been obtained and the individual given the opportunity to opt-in or opt-out.

- The Youth Association web site will not contain any personal data that is not absolutely necessary. Where information is captured on the web site, a clear policy statement will be provided, and no personal data will be captured without the knowledge of the data subject.

- Photographs, recordings, videos or DVDs in which any children or young people can be identified will only be used with explicit written consent from parents or guardians.

- Any databases containing contact information about children or young people MUST be password protected and passwords stored separately. Computer files containing sensitive information about individuals will be password protected, accessible only to relevant staff and the Chief Executive.

- Information no longer required will be disposed of appropriately.

- Manual files containing sensitive information about individuals will be kept in locked filing cabinets, accessible only to relevant staff and the Chief Executive.

**Staff records**

- The names and posts held by staff and trustees within the Youth Association are considered to be in the public domain and may be made freely available in any format to anyone.
- Contact details of Trustees are made available to staff only for the purpose of making contact in furtherance of the Youth Association’s governance.

- The work mobile numbers of staff are available to all staff and Trustees. Staff home telephone numbers shall be made available to other staff members for the purpose of making contact in an emergency.

- All material in respect of all applicants for employment (other than the successful applicant) is confidential and shall be retained for twelve months after the effective start date of the staff member or volunteer, at which point it shall be destroyed.

- All information required for the purposes of payroll is confidential and made available only to the Treasurer of the Board of Trustees, the Chief Executive and Finance and HR staff. Information will be passed to statutory bodies if a legal requirement, such as in connection with tax and national insurance.

- All other information within staff records is confidential and can only be made available to HR staff, Chair of the Board and the Chief Executive. Personnel records are only used for matters connected with the individual’s employment at the Youth Association or to help with references the Association might write in future at the individual’s request.

- Information about age, gender, geographical location, ethnicity, sexual orientation, marital status and disability of staff, volunteers and Board members is kept for the purposes of monitoring our equal opportunities policy.

- Staff will be given full open access to their complete personnel records without question and without charge. Further details on access requests are within the ‘Access to Information’ section below.

**Databases of organisations and other contacts**

- Databases containing information about individuals (including children and young people) shall be confined to contact details and information directly relevant to the reason for their inclusion on the Association’s databases.

- Information about age, gender, geographical location, ethnicity and disability of individuals will be kept anonymous and is collected only for the purposes of monitoring equal opportunities and reporting back to funders.

- Data about individuals shall be deleted on the request of the individual when the data is no longer used or required by the Youth Association for legal, financial or contractual reasons.

Data about individuals shall only be used by the Youth Association for:

- circulating publications and other information about our work
• direct marketing of training, events or services
• providing contact details for a specified organisation when requested or when it is considered that another organisation offers a service of benefit to users
• circulating information or direct marketing on behalf of another body on the grounds that it will potentially be of benefit to users
• any other reason which has been specifically agreed with individuals in advance.

Data about individuals shall not be used for direct marketing if the individual has exercised their right to opt out of this.

The following statement should be used on all forms used to gather information that is kept by the Youth Association:

**The Youth Association Data Protection Statement**

*The information you have provided here will be kept on file by the Youth Association and used by the Youth Association (and any relevant funding body eg local authority) to contact you about relevant activities and opportunities and for internal monitoring processes.*

*If you have any query about how the Youth Association uses the data we hold, please contact Andy Clow (andy.clow@youth-association.org 01924 333400)*

**Access to information**

• Data Subject Access requests should be made in writing and signed by the individual and addressed to the Data Protection Officer at the Association.

• In response to a Data Subject Access request, the Association aims to disclose as much information as possible within 40 days, while respecting the right of any third party to maintain confidentiality wherever reasonable.

• No charge will be for Data Subject Access request from staff, volunteers or Board members. A charge may be made for a Data Subject Access request from external organisations or individuals.

**Queries**

• Any queries relating to this policy should be referred to the Youth Association’s Data Protection Officer; Andy Clow (andy.clow@youth-association.org 01924 333400)