

PRIVACY NOTICE

Fair Processing Notice for Leaders & Young People

Under the Data Protection Act 1998 we are obliged to process your personal data in accordance with various rules.

Definition of Personal Data

Personal data is data about a living individual used to identify the individual or data and other information which is in the possession of or is likely to come into the possession of the data controller and could be used to identify the individual. It includes any expression of opinion about an individual and any indication of the intentions of the data controller or any other person in respect of the individual. Information about companies is not personal data.

Information we may collect from you?

In the course of being a member or user of The Pearson Centre for Young People, we will need to collect, retain and process information consisting of personal data and sensitive personal data about you. The sensitive personal data that we hold about you may relate to:

- Racial or ethnic origin;
- Physical or mental health conditions;
- Criminal convictions;

We are subject to more comprehensive rules in relation to the ways in which we can use sensitive personal data.

Why do we need to process your personal data?

We hold your personal data for a variety of different purposes. For example:

- Recruitment & selection of volunteer leaders;
- Health and safety (including accident reporting and other notifications to Insurers);
- Training, progress and development of members;
- Administrative, such as record keeping, including attendance records;

We may also collect, hold and process data including sensitive personal data if it is necessary to do so for compliance with any statutory duty with which we are required to comply.

How do we use your personal data?

The Pearson Centre for Young People will only use your data in relation to your membership of the organisation.

We can only use your personal data in accordance with the Act. We take data protection compliance very seriously and have a number of policies in place to ensure that we comply with the Act.

Our Commitments

We promise that we will:

- Try to only collect personal data about you that is absolutely necessary;
- Do our best to keep any personal data that we collect about you up to date and accurate;
- Not keep any personal data longer than reasonably necessary;
- Take all reasonable steps to keep your personal data safe and secure;

Data processing by service providers

We will instruct third party service providers to process your personal data on our behalf in order to fulfil certain of our duties. (Eg: vetting & disclosure checking bodies). Where we transfer data to service providers we will make sure that arrangements are in place to protect your data.

Where data is processed by a third party we will carry out due diligence checks, put in place contracts and/or data sharing protocols to govern the use of data by the third party to ensure compliance with all relevant legislation and guidance.

Passing your data to third parties

The information that we hold about you may be transferred to third parties such as statutory bodies, and other professional advisers. Where we transfer data to third parties we will make sure that arrangements are in place to protect your data properly.

Queries

If you have any queries about the ways in which we use your personal data you should contact Wendy Kane our Data Protection Representative.

The Pearson Centre for Young People
2 Nuart Road
Beeston
Nottingham
NG9 2NH

Email: wendy@thepearsoncentre.org.uk

DATA PROCESSING TABLE

The table below sets out the data processes which the organisation carries out including the period of retention.

Process	Description	Data Captured	Lawful bases	Reason for Process	Data Retention
<i>Process which gathers data</i>	<i>Full description of the process</i>	<i>Examples of data being collected for this process which drives the data categorisation</i>		<i>Demonstrate there is a justified reason to collect and process data</i>	<i>How long is data kept and the reason why data is to be retained</i>
Annual Consent Form	Child/Young Person's details are updated by Parent/Guardian	Name, DOB, Address, Telephone numbers, Health/Medical information, email address	Legitimate Interest	Leaders need access to up to date contact details and health/medical details for young people in their care.	Completed paper forms should be retained securely for 12 months or until a new Annual Consent Form is completed by Parent/Guardian.
Attendance Register	Recording a Child/young person's attendance	Name, Age	Legitimate interest	Adult Leaders are required to keep a record of the attendance of children/young people and all adult leaders at all meetings and activities.	Records should be retained security indefinitely, even after a child/young person or adult leader leaves the organisation.
Photos	Photos are taken, stored and used based on consent	Photo	Consent	Photos are taken to record and celebrate activities and events.	Photos are taken on consent being given at the time.
Volunteer Application Forms	Forms completed by volunteer to register as a leader.	Name, DOB, Address, Telephone numbers, email address. Contact details for	Legitimate Interest	PCFYP requires personal data to complete safe recruitment processes, ensure leaders are sufficiently equipped to carry out their role	Contact information (address, telephone number, email address) will be retained by PCFYP on a spreadsheet for 3 years after the person has left their volunteering role. Core personal

		references, criminal convictions listed on registration form.		and to enable effective communication within the organisation.	details for volunteers will be retained on spreadsheet indefinitely (name, DOB, gender, primary role, disclosure check history, dates started and left the organisation).
Copies of disclosure check/id documents seen		Name or a number (post GDPR), address, telephone numbers, details of identification, criminal convictions	Legitimate Interest	To comply with legislation individuals are required to undertake criminal record checks. Checks are processed through third party providers (ie Disclosure Services)	Copies of disclosure check and id documents by PCFYP for 3 months from the date the certificate is issued.
Accident Notification Forms	Where a leader, young person or employee sustains an injury and requires medical attention a form is completed and submitted to PCFYP office.	Name, DOB, Address, medical treatment	Legitimate Interest	PCFYP requires notification in order to meet requirements of insurance, monitor compliance and reduce risk of future accidents occurring.	Accident notification forms are retained by BBHQ for: <ul style="list-style-type: none"> • 3 years for adult volunteers; • 3 years from the date of 18th birthday for young people.
Claims Notifications to Insurers	Where Insurers notification criteria is met, incident details are passed to insurers	Name, DOB, Address, Telephone number, email address, medical treatment.	Legitimate Interest	PCFYP is required to provide details of notifications and claims based on the Insurers criteria.	Notifications to Insurers are retained by PCFYP indefinitely.
Donation forms (Gift Aid	Records of donations received by members & donors/supporters	Name, Address	Legitimate Interest	We benefit from donations from members of the public	Records are retained based on financial requirements for 7 years (after the last donation has

declarations)				who support our work. We hold personal data about these donors so that we can process donations and inform donors of our work.	been received).
Newsletters	Sharing news and information about membership.	Name, address, email address.	Legitimate Interest	To keep members updated about news and information including sharing opportunities available to them as part of their membership.	Data is kept whilst the individual is interested in receiving newsletters and is securely destroyed once the member leaves the organisation.
Staff Personnel Records	As part of the recruitment process and in relation to an individual's employment and personal development records will be retained.	Name, DOB, Address, periods of service, health conditions, sickness records, maternity pay records, pension records, disclosure checks, details of dependents/next of kin, bank account & other information for salaries to be paid, references, details of experience,	Contract	As an employer we are required to keep information relating to every member of staff who has a contract with us. This will include pre-employment stage, references and records relating to the time they worked for us.	Records will be retained for 6 years after the employment has ceased. Records relating to unsuccessful applicants will be retained for 6 months following notification of unsuccessful application. Pensions records will be retained indefinitely.

		qualifications & skills, training records, probationary, appraisal & disciplinary information.			
Centre Booking Forms	Recording a booking of a room or facility.	Name of Hirer, address, telephone number, email address	Legitimate Interest	PCFYP requires details of bookings to invoice, contact, insurance.	Completed paper forms are kept securely at all time and retained for 3 months after the last booking has been paid for. Data is also on bookings system on computer which is needed to be kept for accounting audit purposes for 7 years.