

Studley Youth Foundation

Privacy Policy

Studley Youth Foundation takes your privacy very seriously. We are committed to respecting, securing and protecting your privacy and personal data and to being transparent about the data we collect from you and how we use it. This Privacy Policy aims to explain what data we collect, how we use the information we collect, how we ensure your privacy is maintained and what your legal rights are regarding the data you provide to us,

Who we are

We believe every young person should have the opportunity to fulfil their potential, regardless of their background or circumstances. Our mission is to provide young people in Studley with access to high-quality recreational opportunities in a safe and structured environment, which aim to build confidence, promote wellbeing and foster meaningful social connections.

Our nominated address for contact purposes is:

Mr Andrew Clarke (Chairperson)

8 Kiln Close

Studley

Warwickshire

B80 7EF

You can also contact us by:

- Email to studleyyouthfoundation@gmail.com
- Telephone to 07590 110103 (Chairperson)

Your rights

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 you have the right to access any personal information that Studley Youth Foundation processes about you, and to request information about:

- The information we collect from you
- Why we collect and process this data
- How your data is processed and stored
- Who has access to your data
- How long we intend you store your personal data for

If you believe that any of your data is incomplete or inaccurate, you have the right to request that we correct or complete the information. We will aim to do this as quickly as possible, unless there is a valid reason for not doing so, in which case you will be notified.

You also have the right to request the deletion of your personal data or restrict the processing of your data.

If you request to exercise any of the above rights, we may ask you to confirm your identity before we carry out your request. This is to ensure that your data is protected and your security is upheld.

If you wish to contact us regarding your personal data please email studleyyouthfoundation@gmail.com

You can also contact the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, SK9 5AF. Telephone 0303 123 1113 or visit www.ico.org.uk

The information we collect from you

We will request the following information from attendees who attend events organised by Studley Youth Foundation, if you visit one of our events or if you request to receive future information about Studley Youth Foundation activities and membership:

- Your name
- Your address
- Your contact number(s)
- Your email address

Cookies

A cookie is a piece of information saved by a website on an internet user's hard drive through their browser. The information the cookie contains is set by the site and can be used by the site whenever the user visits the site. We do intend to use cookies on our website to help us understand how our site is used. If you wish to disable cookies you must do so through your own web browser. Please refer to www.aboutcookies.org for more information about cookies.

How we use your data

Our purposes and reasons for processing your data are as follows:

- To provide information to you about Studley Youth Foundation as an organisation, or about attending events
- To notify you about future events and to request you to confirm your attendance
- To send you communications which may be of interest to you as a young person for parent such as information relating to events, opportunities or services.
- To send you marketing communications such as emails, newsletters about the charity and the local community.

During Studley Youth Foundation events we may take photographs of the attendees, or record parts of the event with the purpose of updating our marketing channels (social media, website, email newsletter, local press). We will always seek your permission before taking photographs or videos and sharing them online.

Your information will be processed on the grounds of legitimate interests*. Any other processing of your information will be done on the grounds of requesting your specific consent. We will only share your details with third parties when you have given your specific and explicit consent.

***Legitimate Interests**

As detailed above we process your personal information under the legal grounds of legitimate interests. We have identified that our legitimate interests are that we are unable to operate fully as a membership organisation without processing the necessary information.

Marketing communications

When we collect data from you we will also ask for your specific consent to include you in receiving email marketing communications. We use Mailchimp as our email marketing provider and your name and email address will be transferred manually to our Mailchimp account. Mailchimp has their own Privacy Policy which can be viewed [here](#). You have the option to Unsubscribe from these email communications at any time by using the 'Unsubscribe' link that is included in every email, alternatively you can email studleyyouthfoundation@gmail.com and request to be removed.

Safeguarding your data

Studley Youth Foundation takes our responsibility to protect the privacy of your data very seriously. We take every care possible to protect you and your information from unauthorised access, alteration, disclosure or destruction. Any data you provide to us is saved on a secure database which is stored within a secure, password protected system.

We use third party systems to manage our email communications and your name and email address is stored on these systems – the systems we use are 123 reg and Mailchimp.

These organisations have their own individual policies with regards to privacy and they can be viewed here:

[Mailchimp](#)

[Gmail](#)

Who has access to your data

We do not share your data with any third party unless you give your specific consent.

Studley Youth Foundation has a chairperson and trustees and these are granted access to your data to enable them to effectively carry out their roles within the organisation and for no other purpose. Data will only be accessed via password protected systems, passwords are confidential and never shared electronically and are updated regularly.

How long do we keep your data?

We will only retain your personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. If you decide not to attend events organised by Studley Youth Foundation we will not remove your data from our systems unless you specifically request us to do so. In the event that Studley Youth Foundation ceases to exist we will destroy all data that we have collected.

Privacy Policy Review

We regularly update and review our Privacy Policy and any updates will be placed onto our website and will be available to you as an updated document upon your request. Please email studleyyouthfoundation@gmail.com at any time to request a copy.