The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of personal data outside the EU and EEA. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

GDPR supersedes the Data Protection Directive and contains provisions and requirements pertaining to the processing of personally identifiable information of data subjects inside the European Union. Organisation processes that handle personal data must be built with privacy by design and by default, meaning that personal data must be stored using pseudonymisation or full anonymization, and use the highest-possible privacy settings by default, so that the data is not available publicly without explicit consent, and cannot be used to identify a subject without additional information stored separately.

No personal data may be processed unless it is done under a lawful basis specified by the regulation, or if the data controller or processor has received explicit, opt-in consent from the data's owner. The organisation must allow this permission to be withdrawn at any time. A processor of personal data must clearly disclose what data is being collected and how, why it is being processed, how long it is being retained, and if it is being shared with any third-parties.

It was adopted on 14 April 2016,[2] and after a two-year transition period, became enforceable on 25 May 2018.[3][4] Because the GDPR is a regulation, not a directive, it does not require national governments to pass any enabling legislation and is directly binding and applicable.[5]

Businesses must report any data breaches within 72 hours if they have an adverse effect on user privacy.

1. **Staff/ volunteers at Lydney Youth Hub who collect and or use personal information, personal data, are aware of the requirements under GDPR.**

* Those who deal with personal data must read the Lydney Hub/ Lydney youth Hub Data Protection Policy and understand how this applies to what they do.
* A designated committee member will be appointed as Data Protection Officer and will attend the appropriate training.
* Members data is collected and held on onlineclubmanager.com. Read more about their security and GDPR here: https://www.onlineclubmanager.com/security.html
* **A review of the personal information that Lydney Hub/ Lydney Youth Hub holds about members:**
  + Childs Name (Required)
  + Date of birth (Required)
  + Date on which the young person became a member of Lydney Youth Hub (Required)
  + Parent/ guardians contact details (Required)
  + Medical details or allergies (Required)
  + Disabilities or additional needs (Required)
  + Permission to walk home alone (Required)
  + Consent to have or video of member used to promote activities of the charity (Optional)
  + Name of school (Optional)
  + Dietary requirements (Optional)
  + Gender (Optional)
* **A review of the personal information that Lydney Hub/ Lydney Youth Hub holds about Lydney Youth Hub Volunteers/staff:**
  + Volunteer/staff Name (Required)
  + Date of birth (Required)
  + Date employment started (Required)
  + Emergency contact details (Required)
  + Medical details or allergies (Required)
  + Disabilities or additional needs (Required)
  + Consent to have or video used to promote activities of the charity (Optional)
  + Dietary requirements (Optional)
  + Gender (Optional)

This information is held for the purpose of health and safety contacts and communicating regarding youth club events.

* With regards to any grants and donations, contact details will be held for the purposes of communicating with the donator/pledger to acknowledge receipt of any donation received.
* Lydney Hub/ Lydney Youth Hub needs to ensure that clear and accessible information is provided to individuals about how their data is used (you can find our privacy notice on our website.

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1. **The rights of people whose information is held by Lydney Hub/ Lydney Youth Hub**

* You have the right to request:

1. Access to the personal data we hold about you, free of charge.
2. The correction of your personal data when incorrect, out of date, or incomplete.
3. The deletion of the data we hold about you, in specific circumstances.
4. Restriction of the use of your personal data, in specific circumstances, generally whilst we are deciding on an objection you have made.

* You can contact us to request to exercise these rights at any time.
* If we choose not to action your request, we will explain to you the reasons for our refusal.
* You have the right to change your mind about the level of consent given at any time.
* To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make.
* If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act

**Signed by the board of trustees:**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Trustee 1** |  |  |
| **Trustee 2** |  |  |
| **Trustee 3** |  |  |
| **Trustee 4** |  |  |
| **Trustee 5** |  |  |
| **Trustee 6** |  |  |
| **Trustee 7** |  |  |
| **Trustee 8** |  |  |
| **Trustee 9** |  |  |
| **Trustee 10** |  |  |

Next Review date: June 2023

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| **Document Version History** | | **Author:** Emily Timmins, Chair & Youth lead | |
| **Version** | **Date** | **Amendments** | **By Whom** |
|  |  |  |  |