Data Protection Documentation (including UK Data Protection Act 2018) - **You must document the following information (please add to and delete to suit your organisation):**

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| **Name and contact details of your organisation** |  | | | | | | |
| **Name and contact details of Data Protection Controller** |  | | | | | | |
| * **The purposes of data processing.** | Legal basis: legitimate interest  To record parental and individual consent for:   * young people to take part in our club activities * medical attention for young people, if necessary, during club activities * contacting young people electronically * photographing and publishing images of young people   To be able to contact parents of young people at our club, should we need to.  To have contact details and relevant professional information for staff and volunteers who manage or work at the club (this includes staff supervision and management, training and criminal convictions and references) | | | | | | |
| * **Categories of individuals and categories of personal data.** | * Staff / volunteers: contact details, demographic data, medical information * Young people: contact details, demographic data, medical information * Parents / carers of young people: contact details, demographic data | | | | | | |
| * **Categories of recipients of personal data.** | Staff / volunteers who manage or work at the (Name of Club) Youth Club  Medical professionals  Activity providers | | | | | | |
| * **Details of transfers to third countries** | N/A | | | | | | |
| * **Retention schedules** | **Type of information** | | **Point of closure** | | **Retention after closure** | | **Action** |
| Staff personnel files | | Termination of employment | | 25 years | | Destroy |
| Staff supervision files | | Termination of employment | | 25 years | | Destroy |
| Staff contracts | | End of financial year | | 3 years | | Destroy |
| Unsuccessful applicants | | End of financial year | | 1 year | | Destroy |
| Financial records | | End of financial year | | 3 years | | Destroy |
| Young people’s consent forms | | Superseded by new form | | 6 years | | Review |
| Young people’s registration forms | | Superseded by new form | | 5 years | | Review |
| Session recording sheets | | End of financial year | | 5 years | | Review |
| Parental permission for trips - no major incident | | End of financial year | | 1 year | | Destroy |
| Parental permission for trips - major incident | | End of financial year | | 25 years | | Archive |
| **Organisational security measures** | All paper records, photographs etc kept in a securely locked cabinet at (inset location)  Electronic records kept on a password protected computer, kept securely at (location of electronic records) | | | | | | |
| **Privacy Notice** | Please note: the information you provide will be held by [XXX organisation] (the Data Controller) for the purposes of organising, promoting and publicising activities and opportunities for young people. XXX meets its responsibilities under the UK Data Protection Act 2018 and it’s associated regulations. The information will be held securely. | | | | | | |
| **Record of personal data breaches** |  | | | | | | |
| **Risk analysis of present data processing activities.**  **This will be reviewed on an annual basis or at the time of significant change.** | **Risk** | | | **Control measure** | | | |
| * Paper based information lost or stolen * Personal information assessed by inappropriate people * Young people contacted by inappropriate adults outside of youth club, using club information | | | * Papers securely stored in locked cabinet * Only staff and management committee with DBS have access to it * Some staff have basic child protection training * Only club phone and Facebook account used to contact young people | | | |
| **Privacy Impact Assessments for personal data used or processing differently you must check to see if there are any privacy issues as a result.** | **Change** | **Privacy issues identified** | | | | **Control measures** | |
| Creating spreadsheet to store young people’s contact information | Spreadsheet could be accessed by staff / volunteers who do not need to see it | | | | Spreadsheet password protected.  Password changed every two months.  Only staff-member in charge to have access | |
| Storing young people’s information in members’ folder | Folder may be accessed, lost or stolen | | | | Folder securely stored in a locked cabinet at all times | |
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| Prepared by: |  |  | Approved by: |  |
|  | Data Controller |  |  | Chair of Management Committee |
| Print name: |  |  | Print name: |  |
| Date: |  |  | Date: |  |