

Mid Argyll Youth Development Services

50a Union Street

Lochgilphead

Argyll

PA31 8JS

Phone: 01546 603231

Providing Information and Accessible Youth Friendly Services

Mid Argyll Youth Development Services

 Registered Charity: SC022931

Email: fiona@mayds.org.uk or lynn@mayds.org.uk

**DATA PRIVACY POLICY**

1. **About this Policy**
	1. Mid Argyll Youth Development Services (MAYDS) takes the security of its members’ and customers’ and staff personal data seriously. We are committed to keeping your personal data safe and will comply with the regulations when dealing with it.
	2. This policy explains when and why we collect personal information, how we use it, how we keep it secure and your rights in relation to it.
	3. We will collect, use and store your personal data, as described in this *Data Privacy Policy*.
	4. We reserve the right to amend this *Data Privacy Policy* from time to time without prior notice but will advise you of the changes.
	5. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk/)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
2. **Who are we?**
	1. When we refer to Mid Argyll Youth Development Services in this Policy we include MAYDS and the Mid Argyll Youth Project.
3. **What information we collect and why**

We collect personal information from you, for example to become a Member of the Company, take out a MAYDS Membership, enrol for any one of a range of classes or groups, to participate in a specific event, or to become a member of staff.

**Data Processing**

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| **Type of information**  | **Purposes**  | **Legal Basis of Processing**  |
| * Name, address, telephone number(s) and email address.
 | * Processing membership applications, class enrolment, issuing membership cards and notification of services and events.
 | * We will seek consent to process personal data as part of a membership application, or class or event enrolment.
* For the purposes of our legitimate interests in operating the organisation.
* Performing the contract with the applicant.
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| * Date of birth / age related information
 | * Managing membership categories which are age related i.e. Dolphin membership.
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| * Bank account details of the member.
 | * Managing the membership.
 | * Performing the contract with the Member.
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| * Qualifying benefit documentation. (sight Only)
 | * To verify entitlement of discounted payment from customer.
 | * Performing the contract with the customer
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| * Bank account details of suppliers
 | * To enable payment of invoices.
 | * Performing the contract with the supplier.
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| * Job application details, appraisals employment and remuneration records
 | * To manage human resources and to satisfy need for legally held data.
 | * Performing the contract with the employee and the legal requirements of statutory bodies.
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1. **How we protect your personal data**
	1. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
	2. Staff will process membership applications electronically and hold all information on a database . All personal documents are held securely, i.e. electronic documents are encrypted, password protected and backed-up on a regular basis. The back-up is ‘Cloud’ based and held within the European Economic Area (EEA).
	3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure (see Section 7).
2. **Who else has access to the information you provide us?**
	1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law, or as set out in the table above.
3. **How long do we keep your information?**
	1. We will hold your personal data on our systems for as long as you are a member of the Company or MAYDS, volunteer or an employee and for as long afterwards as is necessary to comply with our legal obligations.
	2. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations if applicable e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
	3. We securely destroy all membership records and financial information once we have used it and no longer need it.
	4. If you choose to end the association, we will write to you to confirm your membership records and financial information have been securely deleted.
4. **Your Responsibility**

**Your Data**

* When applying for membership, you will be invited to tick a box stating that you consent to the processing your data as described in this *Data Privacy Policy*.
* You are responsible for ensuring that the information held about you is accurate and up-to- date. This can be done by contacting the MAYDS Manager.
1. **Your rights**
	1. You have rights under the GDPR:
* to access your personal data
* to be provided with information about how your personal data is processed
* to have your personal data corrected
* to have your personal data erased in certain circumstances
* to object to or restrict how your personal data is processed
* to have your personal data transferred to yourself or to another business in certain circumstances.
	1. We will respond to subject access requests (requests for copies of personal data) within one calendar month. We will not charge for dealing with the request. We will record all correspondence of how and when we respond.
	2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Website: <https://ico.org.uk/concerns/>

Telephone: 0303 123 1113

Address: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the MAYDS Manager.