

## Privacy Notice

At Tarner Community Project (TCP) we respect the privacy of the young people attending our projects.

### ***What information do we collect and process?***

We collect personal information about you as part of our registration process, which includes contact details, health information and your ethnicity. We may also keep other information relating to you such as details of any incidents or accidents or any concerns we may have about your general safety and welfare.

### ***How is it held?***

Your personal information is held securely either in hard copy format or electronically. TCP takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused or destroyed. Information that is no longer required\* is erased after you cease attending our project.

### ***How do we use your personal information?***

The personal information that we collect about you is used only to maintain our service to you, provide appropriate care, and communicate with you effectively.

We will use the contact details you give us to contact you via phone, email, social media and post so that we can send you information about our organisation, projects and other relevant news.

Our legal basis for processing the personal information relating to you is that we have a legitimate interest in providing you with the Youth Project service and we also need to meet our legal obligations. In some cases we will require your specific consent, for example use of your photograph in promotional literature or on social media.

### ***Who do we share your information with?***

As required by Brighton and Hove Council, we enter our project interactions and attendance records on a central database called ASPIRE.

We will only share personal information about you with another organisation if we:

- have a safeguarding concern about you
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g. to take online bookings)
- have obtained your prior permission.

### ***Your rights***

You have the right to ask to see the data that we have about you, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but please note that:

- we will not be able to continue to offer you access to our projects if we do not have sufficient information about you
- even after you have left our care, we have a statutory duty to retain some types of data for specific periods of time\* so cannot delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after you ceases to attend our projects, but we delete as much personal data as we can as soon as possible.*