

Privacy Statement

(Staff and Volunteers)

As part of your role with FYC we need some of your details to manage the work you do with us.

WHAT DATA DO WE COLLECT?

We collect some of the following types of data relating to members and parents (we don't collect all of this data on all members – we only collect it if it's needed):

- Name
- Email address
- Postal address
- Phone number
- Emergency contact details
- Photos/video footage
- Bank details
- Medial information
- Age /DOB
- Gender
- Criminal records check

We check what data we hold on individuals we work with every two years and remove it if we no longer need it. If you stopping working/volunteering/with us, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

WHAT DO WE USE IT FOR?

Any of the information listed above might be needed by committee members to manage your relationship with FYC and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, FYC will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer

DO WE SHARE DATA WITH ANYONE ELSE?

- we will never give data to third parties for that third party to use
- we use third party services (e.g. Google G Suite) to store or process data - we will always make that they are reputable, secure and GDPR-compliant, and that data is kept safe
- if a member of FYC asks for the contact details of another member, we will only ever share them if we receive consent

AS A PARENT, WHAT CAN I ASK FYC TO DO?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the FYC Operations Manager.

CONFIRMATION

I am aware that FYC will collect, hold and use some of my data for administration purposes.

Name:

Date:

Marketing and promotions (optional)

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- I would like to be added to the mailing list for FYC's marketing (e.g. emails about our forthcoming events) - Tick Box or email your positive consent to FYC's Operations Manager at info@fyc.org.uk