



Westgate Youth Project

GDPR

and

Data Protection Policy

April 2022

Data Protection

The trustees of Westgate Youth Project believe that the welfare of a young person is paramount. Both youth workers and young people have a right to expect personal information to be treated as confidential and kept secure.

Breaches of confidentiality are treated seriously. However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure best care for the individual.

Information will always be treated with the utmost confidence and not divulged outside of the project apart from the exceptions that follow, which may be shared on a “need to know” basis in the following circumstances:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected.
- If a young person under 18 reports or alleges abuse
- If the life of the young person or another is at risk.
- If information is revealed about criminal activity.
- If a young person could cause harm to themselves or others.
- If a youth worker has reasonable cause to believe a young person is suffering or likely to suffer significant harm.

All personal data relating to staff and young people shall be kept secure in line with our General Data Protection Regulation (GDPR) relating to an individual from which they can be identified.

If an adult or young person leaves the club all records relating to him/her shall be destroyed in line with our General Data Protection Regulation (GDPR).

The trustees will make sure this policy meets the requirements of the General Data Protection Regulation, Rehabilitation of Offenders Act, and Children’s Acts.

All staff including volunteers will be made aware of relevant policies at induction and understand they are bound by confidentiality.

Youth workers will not discuss a young person with anyone who does not work in for Westgate Youth Project.

No personal data provided by trustees, youth workers, young people or parents and carers will be passed onto anyone else without that individual’s permission, except in the certain exceptions detailed below.

- If the young person is under 18 and physical, sexual or emotional abuse is suspected
- If a young person under 18 reports or alleges abuse
- If the life of the young person or another is at risk

- If information is revealed about criminal activity
- If a young person could cause harm to themselves or others
- If a youth worker has reasonable cause to believe a young person is suffering of likely to suffer significant harm

GDPR

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 anonymisation, 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, becomes 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. Westgate Youth Project is aware of the requirements under GDPR.
2. A designated committee member will be appointed as Data Protection Officer.
3. Westgate Youth Project records the names, dates of birth, gender, address, email address, medical information and disabilities of all young people that attend the project. These are held securely by the youth work manager in hard copy in a locked cupboard.
4. Westgate Youth Project records parent/carer's contact details, including addresses, telephone numbers, and email addresses. These are held for the purpose of health and safety contacts and communicating regarding youth club events. These are held securely by the youth work manager in hard copy in a locked cabinet..

Westgate Youth Project records the names, dates of birth, addresses, bank details, general medical information and disability requirements of paid staff and volunteers. These are held securely by the youth work manager in hard copy, offsite in a locked cabinet.

Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Work Manager

Signature.....

Date.....