



The Saturday Club for Deaf Children Data Privacy Policy

The General Data Protection Regulation is a new, European – wide law that replaces the Data Protection Act 1998. It places greater obligations on how organisations handle personal data and it comes into effect on 25 May 2018.

This policy explains when and why we collect personal information about our members, leaders and committee members. How we use it; how we keep it secure and your rights in relation to it.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with personal data and further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

The personal information we collect and hold; and why

Type of information	From whom	Purpose	Legal basis for holding this information
Members Name Address Date of birth Relevant medical information Degree of hearing loss, Family doctor	The members	Managing the member's membership of the club To ensure their health and wellbeing	For the purposes of our transparent and legitimate interests in operating the club For members under 16yrs consent and a signature of a parent/carer is required
The parents/carers Names Address Telephone number E-mail addresses Emergency contact details	Parents/carers	To enable contact between the club and the family to manage the member's membership of the club. To contact the next of kin in an emergency	For the purposes of our transparent and legitimate interests in operating the club

Leaders Name Address Telephone number E-mail address Contact details of next of kin Relevant medical information DBS number and information Relevant skills and qualifications	Club leaders	To enable contact between the club and the leader to manage the leader's involvement with the club. To ensure their health and wellbeing. To contact the next of kin in an emergency	For the purposes of our transparent and legitimate interests in operating the club
Committee members and Trustees Name Address Telephone number E-mail address DBS number and information Relevant skills and qualifications	Members of the Executive Committee and Club Trustees	To enable contact between the club and the committee member/trustee to manage the involvement with the club To demonstrate the relevancy to the involvement at management level	For the purposes of our transparent and legitimate interests in operating the club

How we protect your personal data

- We will not transfer your personal data to another organisation/charity/third party, or outside the EU without your consent
- We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk

How long do we keep your information?

- We will hold your personal information on our system for as long as you are a member/leader/committee member or trustee with the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so.
- We will review your personal data every year to establish whether we are still entitled to process it and to maintain accuracy in the details held.
- If we are now longer entitled to do so we will retain your personal data in an archived form in order to be able to comply with any future legal obligations.

- We securely destroy all personal information once the Clubs' legitimate interest cease

Awareness and training

- The club undertakes to create awareness among the leaders and management personnel about key GDPR requirements and will ensure that relevant people remain aware of their responsibilities with regard to the protection of personal data and identification of personal data breaches as soon as possible.

Your rights

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 body in certain circumstances