**Pilton Youth & Children’s Project Privacy Notice**

**Who we are:**

Pilton Youth & Children’s Project is the data controller for any personal data that you provide with us.

The Pilton Youth & Children’s Project is a charity registered in Scotland (Scottish Charity Number: SC003353) and a company, limited by guarantee (Registered in Scotland SC207455).

We promise:

* To keep your data safe and private
* Not to sell your data.
* To give you ways to manage and review how we keep in touch with you

**What data is being collected?**

Personal data is any data that identifies you as an individual. This could include your name, address, email address, or even information about your needs or circumstances.

As a member of the Pilton Youth & Children’s Project, we ask for a range of different information to make sure that we can keep in contact with parents and young people, keep everyone safe and help us deal appropriately in an emergency.

Pilton Youth & Children’s Project obtain this data through the Consent and Registration form. This comes direct from you either in paper format or via DocuSign online. We also gather information via a referral process, from Third Parties that you have given your consent to.

We also collect and process relevant personal data that you consent to provide to us when you are referred to one of our services. We will use this information to provide you with an appropriate level of support. We also use it to improve our services and help provide the best service possible.

We may also disclose the information to a third party where we have a legal obligation to do so, in line with our Child Protection Policy.

The company may also gather sensitive personal data on children and young people (but not limited to), information on health and medical conditions.

If you are a job applicant, we may collect and process personal details you provide to help you secure a position with PYCP.

All information is stored securely, and we follow the standard retention procedures for storing data in line with the GDPR regulations. PYCP can also confirm that as an organisation, we do not carry out automated decision-making; we ensure that human intervention is always involved. We will notify you should anything change in this regard.

**The data we collect and how it is used:**

|  |  |
| --- | --- |
| Types of data we collect/ store:  | What we use it for:  |
| Personal contact details such as name, title, addresses, telephone numbers and personal email addresses, next of kin and emergency contact information. | To ensure we have the most up to date contact information so that we can keep in touch when our services change, clubs cancel, or to reach you or your next of kin in an emergency. |
| Date of birth | To ensure your child falls within the age category for PYCP, 5 to 18 years old. |
| Gender and ethnicity | To monitor diversity  |
| Religion  | So that we can respect all religious beliefs and ensure prohibited foods are not offered.  |
| Medical information | In an emergency to get professional help and to share with medics when life is threatened. |
| Food allergies, intolerances, dietary requirements | To make sure we are not giving your child any food that would cause injury, illness or offence as part of their culture.  |
| Additional support needs  | So that we can ensure that the best possible support is in place.  |
| Third Parties | We share information with no one outside of our project, unless it is with service user consent in relation to their wellbeing, or without their permission if their safety/ the safety of others is at risk.  |
| * Referral forms for targeted support services
 | So that we can allocate the right support to young people and establish a working relationship with them.  |
| * Records of 1:1 and group sessions.
 | So that we can track the young person’s progress and plan for follow up sessions.  |
| * Records of any wellbeing and safeguarding concerns
 | So that we can ensure the safety of young people and ensure their ongoing wellbeing.  |
| Wi-Fi | We do not collect any information when you access our WIFI. |
| Mailing Lists | We do not gather or share information for mailing lists outside of PYCP. |

**How long will the data be stored for?**

If your child is a member of Pilton Youth & Children’s Project (PYCP):

PYCP will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

**What rights does the data subject have?**

Under the General Data Protection Regulation (effective from 25 May 2018), there are a number of rights relating to Data Protection:

You have the following rights:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

You can find more information about these rights on the [***Information Commissioner’s website***](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)**.**

**How can the data subject raise a complaint?**

To request a copy of the information that we hold about you, correct any information that is inaccurate, unsubscribe from our services, or withdraw your consent, you can contact us at **Info@pycp.co.uk** or write to us at:

Data Protection
Pilton Youth & Children’s Project
The Greenhouse

33 West Pilton Brae

Edinburgh

EH4 4BH

For enquiries about the Pilton Youth & Children’s Project (the Data Controller) data protection practices, you can contact **Info@pycp.co.uk**

Should you wish to make a complaint about the Pilton Youth & Children’s Projects collection or use of data, the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals is the [***Information Commissioner’s Office***](https://ico.org.uk/)**.**