

## **PRIVACY NOTICE**

This privacy notice describes how we collect and use personal information about you whilst you are a member of yipworld in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We are a 'data controller'. This means we are responsible for deciding how we hold and use personal information about you. We are legally required to notify you of the information contained in this privacy notice.

## **DATA PROTECTION PRINCIPLES**

To comply with data protection law, the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purpose that we have clearly explained to you and not used in any way that is incompatible with those purpose
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

## **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

When you become a member of yipworld we will collect, store and use the personal information you provide to us. We may ask you for additional personal information collected, stored and used in accordance with this privacy notice.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, address, telephone numbers, personal email addresses and health issues. Additional information includes parent/carers names, emails, mobile telephone number, landline number and alternative parent/carers details.

## **HOW WE WILL USE THE INFORMATION ABOUT YOU**

- Keep a register of members
- Contact you to advise you of new services, activities and opportunities that we believe may be of interest to you

## **HOW WE PROTECT YOUR PERSONAL INFORMATION**

Your personal information is stored on our electronic filing system and our server based in the UK, and accessed strictly by staff and volunteers for the purpose set out above.

**HOW LONG WE KEEP YOUR PERSONAL INFORMATION** – We will retain for a period of at least six years.

## **YOUR RIGHTS**

You can exercise the following rights by writing to Janice Hendry, Chief Executive of yipworld, 19 Barrhill Road, Cumnock, East Ayrshire. KA18 1PG

Your rights in relation to your personal information are:

- You have a right to request access to the personal information we hold about you by making a 'subject access request'
- If you believe any of your personal information is inaccurate or incomplete, you have a right to request we correct or complete your personal information
- You have a right to request we restrict the processing of your personal information for specific purposes, and
- If you wish us to delete your personal information, you may request that we do so.

Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

Yipworld 2018-2019