



## TEEN GIRLS NETWORKING CIC - (GDPR) DATA PROTECTION

### PRIVACY NOTICE 2020/21

As of 25<sup>th</sup> May 2018, the General Data Protection Regulations (GDPR) became British law through the Data Protection Act 2018. The purpose of GDPR is to strengthen and unify data protection for all individuals within the United Kingdom, while also addressing the exportation of personal data outside the UK. We, at Teen Girls Networking CIC are the 'data controller' for the purposes of the data protection law. **Our data protection officer** is Sandra Joseph (Founder/Director of Operations)

#### **Who are we?**

Company Name - Teen Girls Networking CIC – A Community Interest Company

Registered Number – 10667859

#### **Senior Team**

Founder/Director of Operations - Sandra Joseph

Director/Lead Trainer – Audreia Joseph

Director/Consultant – Loreen Dale

#### **What type of personal data do we process?**

We process any personal data, including Special Categories of personal data that enables us to achieve our various roles such as:

- Your name, phone number and email address
- Sound and Visual images (Written Consent is obtained and verbally asked at each/every opportunity)
- Your personal information may be held on a computer system, in a paper record such as in a physical file. Names, Phone numbers and emails are not shared with third parties, unless required to do so by law or if necessary, for emergencies, such as emergency services.
- Photographs may be used on our website and social media platforms in groups or Senior staff's personal Facebook, Instagram, LinkedIn, YouTube for public viewing
- Videos may be used for our website, social media platforms and YouTube Channel for public viewing and promotion/marketing purposes.
- Details of any medical conditions including physical or mental health and allergies/dietary preferences.

## Whose data do we hold?

- Parents/Carers and Young Person's Name, Email, Phone number and Home Address – Mainly for communication and to inform you of 'What's On' at the Club, other interesting third-party info we feel may be of interest from other training events, youth employment etc and Emergency contact
- Other business areas will process personal data because: The individual has given clear consent for us to process their personal data for a specific purpose

Where we rely on your consent to process your personal data, we will make sure that it is a clear and unambiguous indication of your wishes, that your decision to give consent is fully informed, and that it is freely given. We will also give you certain information at the time of obtaining your consent, including:

- Specify exactly what data we are collecting, what we want to do with it, and why we need it
- How to withdraw your consent if you change your mind later

## To whom do we share data?

We do not share information about the young people or parent/carer with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with: our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns.

- It may be necessary to share contact data to emergency services such as, Police and NHS, however in the case of an emergency such as an accident involving a young person, YOU the parent/carer will be contacted immediately, should the emergency services arrive prior to the parent/carer a responsible member of the Teen Girls Networking CIC Team will accompany the young person to the hospital until the parent/carer arrives.
- Healthcare, social care, and welfare advisers or practitioners will have to be contacted should a young person disclose any safeguarding issues. (See our Safeguarding Policy)

## Retention

We will keep personal data information for as long as is necessary for the particular purpose(s) for which it is held.

## Consent

Withdrawing your consent will be as easy as it was when you gave it. Where possible you will be able to withdraw your consent using the same method as when you provided it. By withdrawing your consent to processing this will be done without you suffering any detrimental effect.

Any further questions regarding this policy please contact the Data Protection Officer. You can withdraw your consent by any of the following methods:

Calling: 07946421904

Emailing us at: [sjoseph@teengirlsnetworking.org.uk](mailto:sjoseph@teengirlsnetworking.org.uk)