 **Parallel Youth Enterprise (PYE) Privacy Notice**

 **In Compliance with the General Data Protection Regulation (GDPR)**

**Our contact details**

Parallel Youth Enterprise (PYE) Registered Charity No: 1164644

C/o Safer Schools Office

Gipsy Hill Police Station

66 Central Hill

London SE19 1DT Phone Number:01892 664996 E-mail: lsptlspt1@gmail.com

**Who are we?**

The Parallel Youth Enterprise (PYE)is a ‘not for profit’ voluntary organisation and registered charity who, by working in partnership with Local Police and other agencies provide an extensive programme of activities that benefit several hundred-inner city young people.

The three projects that come under the umbrella of The Parallel Youth Enterprise are:

 Lambeth Summer Camp Lambeth Boxing Awards, a non-contact boxing club Wandsworth Summer Camp

We collect and process data of our service users (participants) and staff, volunteers and Trustees to ensure that due diligence is achieved and mechanisms in place to keep people safe.

**What type of information we have?** We currently collect and process the following information:

**Service Users**

Enrolment details. Names, ages, gender, addresses, contact details, photographs and any some medical information of those participating in the Lambeth & Wandsworth Summer Camps and the Lambeth Boxing Awards. Also, names, addresses, contact details, consent forms and some bank details of the parents / guardians of the above participants.

**Staff, Volunteers and Trustees.**

Personal details and evidence of DBS for those attending or connected with our projects.

**Charitable Organisations and Corporate Sector Donors**.

Company or Charity names and contact details.

**How we get the information and why we have it**

The personal information we ask from you is processed for the purposes of ensuring that we risk assess and safeguard each service user in readiness and during our sessions. We know that we may need to tailor our sessions to meet the needs of our service users.

We also process data for the purposes of:

* Getting in touch with emergency contacts if required.
* Carrying out surveys to improve a better user experience
* Internal research, funding and development purposes
* Legal obligations
* Meeting internal audit requirements

**Legal basis for processing your personal data**

The list below sets out the legal grounds as laid down within GDPR for processing your personal data.

* Consent
* Contract
* Legitimate interests
* Vital interests
* Public task
* Legal obligation

**When we share personal data**

We treat personal data confidentially, however, it is our duty to share with other external professionals (i.e. Social services, police etc.) should a safeguarding concern arise. We also will share data in the event of a medical concern e.g. should a serious accident/incident happen.

**How we store your information**

The completed paper copies of enrolment forms for the Summer Camps are kept in locked storage facilities at police stations in Lambeth and Wandsworth. The electronic information is securely stored on the PYE administration system.

We keep records of names, addresses and contact details which are securely destroyed when any information is no longer required which is between 12 and 18 months . Electronically kept enrolment information is saved for no longer than necessary and deleted annually.

Personal data is restricted and only authorised members of staff have access to full personal data.

**Your data protection rights**

Under GDPR, your rights include:

* **Your right of access** - You have the right to ask us for copies of your personal information.
* **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
* **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
* **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
* **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at lsptlspt1@gmail.com if you wish to make a request.

**How to contact us**

If you have any questions about our privacy notice, please contact us:

Administrator. John Street tel: 01892 664996 or email: lsptlspt1@gmail.com

**How to complain**

Complaints should be preferably be made via our website [www.parallelyouthenterprise.com](http://www.parallelyouthenterprise.com) for recording purposes but can also be made vis the PYE Administrator tel: 01892 664996. This will be passed to the PYE Data Protection Officer.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113