

# YSA Data Protection Policy MAY 2024

This notice is provided to you by 'YSA' (Yarm School Association). This notice is intended to help you understand how and why we collect personal data about you.

1. WHAT THIS PRIVACY NOTICE IS FOR This notice provides information about how the YSA will use personal data about individuals: those who attend YSA events or support our charity using online forms (Congnito).

This information is provided to you because Data Protection Law gives individuals rights to understand how their data is used. Individuals are all encouraged to read this Privacy Notice and understand the YSA's obligations to its entire community. This Privacy Notice also applies alongside any other information that the YSA may provide about a particular use of personal data, for example when collecting data via an online or paper form. This Privacy Notice DOES NOT apply in addition to the School's other relevant terms and conditions, protocols and policies including:

- Any contract between the School and its staff, parents or pupils;
- The School's policy/protocol on taking, storing and using images of children;
- The School's CCTV;
- The School's retention of records policy;
- The School's safeguarding, pastoral and health and safety policies including as to how concerns or incidents are recorded; and
- The School's IT policies, including the acceptable use policy, e-safety policy, wifi policy, remote working policy and bring your own device policy Anyone who works for, or acts on behalf of the School (including staff, volunteers, governors and service providers).

## 2. RESPONSIBILITY FOR DATA PROTECTION

The YSA has appointed the YSA Secretary to deal with your requests and enquiries concerning the YSA's use of personal data (see section on Your Rights below) and endeavours to ensure that all personal data is processed in compliance with the YSA's policies and Data Protection Law. The email address for queries concerning matters arising from this Notice is

[ysa@yarmschool.org](mailto:ysa@yarmschool.org).

### 3. WHY THE YSA NEEDS TO PROCESS PERSONAL DATA

To carry out its duties to individuals, the YSA needs to process a range of personal data about individuals as part of its operations. Some of this activity by the YSA will be needed to fulfil the YSA's legal rights, duties or obligations.

Uses of personal data will be made in accordance with the legitimate interests of the YSA or the legitimate interests of another, provided that such interests are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data. The YSA expects that the following uses will fall within that category of its (or its community's) 'legitimate interests':

- For the purposes of using online forms to and to ensure charity events run smoothly. The form will also confirm the identity of the individual.

#### YSA – Data Protection & Information Sharing May 2024

- Maintaining relationships with the School community including direct marketing or fundraising activities;
- To make use of photographic images of individuals in the YSA or Yarm School's publications, on the School's website and, where appropriate on the School's social media channels in accordance with the School's policy/protocol on taking, storing and using images of individuals;
- To carry out or cooperate with any YSA or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the YSA's purposes, including to obtain appropriate professional advice and insurance for the YSA;
  - details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or for insurance purposes or to caterers or organisers of YSA who need to be made aware of dietary or medical needs;

#### 4. TYPES OF PERSONAL DATA PROCESSED BY THE YSA

This will include by way of example:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- bank details and other financial information
- and images of individual (and occasionally other individuals) engaging in YSA activities, and images captured by the School's CCTV system (in accordance with the School's policy on taking, storing and using images of individuals).

#### 5. HOW THE YSA COLLECTS DATA

Generally, the YSA receives personal data from the individual directly. This may be via a google form, or Cognito form. simply in the ordinary course of interaction or communication (such as email).

#### 6. WHO HAS ACCESS TO PERSONAL DATA AND WHO THE YSA SHARES IT WITH

Occasionally, the YSA will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. lawyers, insurers, and accountants);
- government authorities (e.g. HMRC, DfE, police or the local authority)
- For the most part, personal data collected by the YSA will remain within the YSA and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply.
- medical records held and accessed only by appropriate staff or otherwise in accordance with express consent.

#### 7. HOW LONG WE KEEP PERSONAL DATA

The YSA will retain personal data securely and only in line with how long it is necessary to keep the data for a legitimate and lawful reason. If you have any specific queries about how our retention of data policy is applied or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the YSA Secretary in writing by email on [ysa@yarmschool.org](mailto:ysa@yarmschool.org).

## 8. KEEPING IN TOUCH AND SUPPORTING THE YSA

The YSA will use the contact details of individuals who sign up to the YSA events to keep them updated about the activities of the YSA, by sending updates and newsletters, by email. Unless the relevant individual objects, the YSA will also:

- Share personal data to help establish and maintain relationships with the YSA community.
- Contact individuals by email in order to promote and raise funds for the YSA;

You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising.

9. YOUR RIGHTS Individuals have various rights under Data Protection Law to access and understand personal data about them held by the YSA, and in some cases to ask for it to be erased or amended or have it transferred to others, or for the YSA to stop processing it.

Any individual wishing to access or amend their personal data, or other objection as to how their personal data is used, should put their request in writing by email to the YSA secretary. The YSA will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

You may have heard of the "right to be forgotten" this specific request to amend, delete or stop processing your personal data such as, for example, to comply with a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice, will be adhered to.

Examples where we do rely on consent are for example, certain types of uses of images and certain types of fundraising activity.

Whose rights? The rights under Data Protection Law belong to the individual to whom the data relates. The YSA committee are under professional duties to comply with discretion.

## 10. THIS PRIVACY NOTICE

The YSA will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## 11. QUERIES AND COMPLAINTS

Any comments or queries on this Notice should be directed in writing to the YSA secretary by email on [ysa@yarmschool.org](mailto:ysa@yarmschool.org) If an individual believes that the YSA has not complied with this Privacy Notice or acted otherwise than in accordance with Data Protection Law, they should notify the YSA in writing by email. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the YSA before involving the regulator.