

# Renfrewshire Youth Voice

## PRIVACY POLICY

This is our privacy policy, it has been produced to help you understand everything that happens with your data within Renfrewshire Youth Voice.

## DEFINITIONS

Throughout this document we will use terms which may have legal definitions which differ from how you would normally expect to see the word used.

“Data” refers to any piece, or pieces of information which can be used to identify someone. For example, names, addresses, contact details etc (this list is not exhaustive)

## COLLECTING DATA

If we collect data from you, we’ve asked your consent, normally in one of our forms. Any data that we collect from you, we are responsible for keeping secure. We have policies in place to ensure that your data is kept securely and only accessed by individuals who know what they’re doing. If you want to learn more about your rights you can find more information contained within the General Data Protection Regulations (EU) 2016/679.

Sometimes we use online services to collect data for us, in this case we are not responsible for the security of the data, but we are responsible for making sure we process it responsibly.

If we collect information through a form, we will store the information you have inputted into that form. Since we work with young people who are 12-25 year olds, we ask anyone who under 13 to gain permission from their parent/guardian, we don’t just take their word for this, we make reasonable effort to ensure that the parent/guardian is actually giving us permission, if we aren’t sure, we won’t store or process their data.

## PROCESSING DATA

We generally use your data to assess eligibility for our projects, for example during difficult times we may decide to have a discretionary fund to assist individuals in our local community, we use your information to determine where our money would make the most difference and also to assist in the delivery of these funds.

We never use your information for marketing, and we will never make decisions using automatic systems, all our decisions based on your data are made by our board or staff.



## PHOTOGRAPHY

For photography and videos, we endeavour to minimise the amount of identifiable individuals although this is not always possible, if we've included you in our videos or photographs and you want them taken down, please email [secretary@ryv.org.uk](mailto:secretary@ryv.org.uk) and we'll delete them as soon as we can.

## PROJECTS

Not all of our projects use personal data. If we do decide that the usage of personal data is essential in one of our projects one of our board members will agree to act as a "Data privacy director" on that project. Generally, this will fall into the remit of their position as a project director on our board. They are responsible for ensuring that the project follows all data protection policies and laws. All requests to use personal data usage will first need approved by a majority vote on the board and the board of trustees separately.

## CHANGING HOW WE USE YOUR DATA

If you want to get a copy of your data, correct any incorrect data we have, request the deletion of your data, or change how or whether you would like us to process your data. Please complete one of our subject access request forms found on our website and email it to [secretary@ryv.org.uk](mailto:secretary@ryv.org.uk), there's more details on the form, but we'll get round to it as soon as we can.

## COMPLAINTS

If you're not happy with how we've handled with your data, please get in touch with us, our contact details are on our website. Or if you feel it is necessary, you can report us to <https://ico.org.uk/make-a-complaint/>.

## SECURITY

We make every effort to keep your online and physical data secure, although no method of online data transmission is completely secure, therefore sometimes things will go wrong. We will do our best to minimise the impact breaches when they do happen but we cannot ensure the absolute security of all of your data.



## CHANGES

We reserve the right to change our privacy policy at any time. Changes will be posted to our website and you can find them there.

