

Wales FYFC Privacy Statement / Notice

We take your privacy seriously, so we encourage you to read this statement carefully as it contains important information about:

- Who we are
- What information we collect
- How and why we collect, store and share personal information
- Your rights in relation to your personal information
- How to contact us and supervisory authorities if you have a complaint

Who are we?

Wales FYFC ('we') collects, uses and is responsible for certain personal information about you as a 'data controller'. In doing so, we are regulated by the General Data Protection Regulations which apply throughout the European Union (including the United Kingdom) and are responsible as a 'data controller' for that personal information for the purposes of those laws.

Personal information about members/staff and volunteers that we collect and use:

- Personal information and contacts to identify members (name, date of birth, address, email address, emergency contact details)
- Characteristics (ethnicity, nationality, gender)
- Protection information
- Medical needs and disabilities (doctor information, allergies, medication and dietary requirements)
- Photos Additionally in terms of:
 - Staff - bank details, driving licence, insurance
 - Volunteers / Friends - bank details

We collect and use information about members/ staff/ volunteers for the following purposes:

- To provide a service
- To assess the quality of our services
- To keep members/staff safe (food allergies, emergency contact details, CCTV images)
- Equality monitoring

We may use your information for automated decision-making, including profiling. This is where we automatically make a decision about you without human intervention.

Under the General Data Protection Regulation (GDPR), the legal bases we rely on to process member information are:

- Processing is necessary to comply with legal obligations to which the data controller is subject
- Processing is necessary in order to protect the essential interests of the data subject or any other natural person.

- Processing is necessary for the purpose of a task carried out in the public interest or following the arrival of the data controller's official authority

In addition, linked to any special category data:

- Processing is necessary for the purposes of completing the obligations and exercising specific rights held by the controller or the data subject which provide for appropriate safeguards for the fundamental rights and interests of the data subject
- Processing is necessary to protect the vital interests of the data subject or another natural person when the data subject does not have the physical or legal capacity to give consent
- Processing is necessary for archiving purposes in the public interest, scientific research, historical research or statistical purposes. This will be proportionate to the aim aimed at, respecting the essence of the right to data protection and protecting the fundamental rights and interests of the data subject.

The legal obligations for processing member information are:

- The General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- Freedom of Information Act 2012
- Equality Act 2010 • DBS
- Regulations (Fire Safety) Order 2005/ Regulatory Reform (Fire Safety) Order 2005 (PEEPS forms are completed and these include details of any disabilities a member / member of staff has)

Collecting Information about members/staff and volunteers

We collect member information through membership forms as a member joins annually.

In order to comply with the data protection legislation, we will inform you whether you will be required to provide us with certain information or if you have a choice in this.

If information is provided to us on a voluntary basis, we will ask you to give specific consent and give you the option to withdraw the consent at any time.

Storing Data about members, staff and volunteers

We keep data securely for specific periods of time as shown in our retention period list. For more information about our retention periods, please ask the contact officer for a copy of the data protection policy.

Who we share member information with

We share information with:

- The Welsh Federation
- Staff - accountant Richard Williams and his company
- Bank
- Agencies commissioned by us to provide services on our behalf
- Training Providers on behalf of the training panel
- Relevant companies that promote and administer members' experiences

Why we regularly share information about members

We do not share information about our members with anyone without permission, unless the law and our policies allow us to do so.

Request to access your personal data

Under data protection legislation, parents and members have the right to request access to the information we hold about them. To make a request for your personal information, please contact one of the below:

You also have the right to:

- Object to personal data being processed which is likely to cause, or is causing, harm or distress
- Prevent anything from being processed for direct marketing purposes
- Object to decisions made by automated means
- Correct, Prevent, delete or destroy inaccurate personal data in certain circumstances
- Claim compensation for the damage caused as a result of breaching Data Protection regulations

If you have a concern about how we collect or use your personal data, we ask that you raise your concern with us first. Alternatively, you can contact the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns>

Updates to this privacy notice

We may need to update this privacy notice periodically, therefore, we recommend that you revisit this information from time to time. This version was last updated April 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact one of the below:

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