



COPENHAGEN YOUTH PROJECT

Service Users Privacy Notice

Last update: _____ March 2020

Approved by the Trustees _____ July 2020

Review Date: _____ July 2021

1. **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation and the current Data Protection Act (the "GDPR").

2. **Who are we?**

Copenhagen Youth Project ("CYP") is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

3. **How do we process your personal data?**

CYP complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by



ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: –

- To enable us to run events and activities;
- To administer membership records;
- To fundraise for charitable purposes;
- To inform you of news, events, activities and services run by CYP, or by others which we think may interest you.

4. What is the legal basis for processing your personal data?

- Your explicit consent to us using your personal data for the purposes above.
- Processing is necessary for carrying out legal obligations;

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of CYP to carry out the purposes above. We will only share your data with Islington Council if they are funding specific projects that you attend and with any other third parties with your consent.

There may be occasions when exceptional circumstances prevail, for example when the person or a third party are at risk or in immediate danger.

For example:

- Where CYP is required to disclose information by written instruction to its staff from a court, the police or a similar legal authority.
- Where the person concerned is clearly putting themselves at risk and requires medical supervision to protect their physical and mental health and well-being e.g. the person has been involved in an accident, the person is suffering from a drug overdose.
- Where CYP considers that based on the assessments its staff are able to make, they have reasonable concerns about the person's emotional and mental health, and the risks this could pose to the person's continued safety and well-being, to staff, and to other persons.
- Where a third party is at risk of danger or abuse, e.g. where a sibling is left within the family and/or is being abused.
- Where CYP is following the procedures for situations set out in its Child Protection / Safeguarding policy which is published on the CYP website.

6. Storing your personal data

All records pertaining to young people shall be kept in a secure lockable filing cabinet. Only relevant staff shall have access to the cabinet. Digital records are stored behind a password protection login.

7. How long do we keep your personal data

We keep data until we believe you no longer wish to be involved with the purposes above or you tell us you no longer want us to hold it. We store a record of former members in our archives for a period of five years after their departure from CYP.



8. Internal Confidentiality

Information may be shared regarding individual young people within the team where it is regarded as being beneficial to the needs of the young person. They should be made aware of this and no promises made that we will never share information and issues within the team. It can be made clear at the time that staff may need to do this, not only for staff support, but to provide a better service for individuals. Care will be taken to ensure that issues are not discussed within the hearing of others who are not part of the team. Some information regarding young people may need to be discussed in support and supervision meetings.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which CYP holds about you;
- The right to request that CYP corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CYP to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact CYP's Company Secretary at theo@cyproject.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.