

HYA privacy notice

Data controller: Hindu Youth Association (HYA)
101 Crescent Road
Woolwich
London SE18 7AH

Data protection officer: Kanta Hirji – info@hyauk.org

The organisation collects and processes personal data relating students and their parents and volunteers to manage the running of the supplementary school and meet relevant statutory requirements, e.g. DBS checks. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about its students and their parents/guardians and volunteers. This includes:

For Students

- Student Name
- Address
- Date of Birth
- Gender
- State school attending
- Phone No. where applicable
- E-mail Address where applicable
- Two Emergency contact details with names, Telephone number and e-mail.
- Medical information
- Student photos

For Volunteers

- Name
- Address
- Telephone Number
- E-Mail
- Start date
- DBS check details
- Relevant Qualifications, eg. First Aider, etc
- emergency contact details

The organisation collects this information in a variety of ways. For example, data is collected through enrolment forms, obtained from your passport or other identity documents such utility bills; from correspondence with you (both orally and written); or meetings or other assessments.

In some cases, the organisation collects personal data about you from third parties, such information from criminal records checks permitted by law. Where the organisation seeks information from third parties other than when it is legally required to do so it will obtain your consent first.

Data is stored in a range of different places, including in IT systems (including the organisation's email system) and manual files.

Why does the organisation process personal data?

The organisation needs to process data to meet its obligations to run the supplementary school. For example, it needs to process your data to have a register of students for H&S purposes, to be able to contact parents/guardians in cases of emergency, or to be able to discuss any concerns.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, to comply with health and safety laws and for carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the relationship.

provide references on request for current or former students and volunteers;

Data that the organisation uses for purposes of reporting to the London Borough of Greenwich, Grant providers, etc is anonymised.

Who has access to data?

Your information will be shared internally, including with committee members.

Access by volunteers and trustees will only be if access to the data is necessary for performance of their roles, e.g.

The organisation shares your data with third parties in order to obtain necessary criminal records checks from the Disclosure and Barring Service (only application to volunteers and trustees). To provide references to potential employers.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its appropriate committee members in the performance of their duties. E.g Data gathered during enrolment is held only by the Chair and Secretary. DBS check data is held by the Secretary.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

Financial records for up to 7 years

Funding proposals for up to 7 years

Photographs	Until no longer needed or longer with permission
Training course information	For up to 7 years
Accident reports	For up to 3 years after entry
Minutes of meetings	For up to 6 years
AGM Minutes	Forever - historical significance for the association
E-mails	Deleted every 6 months with important information filed away securely. E-mails will not be retained for more than 12 month

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Kanta Hirji by e-mail at info@hyauk.org. You can make a subject access request by e-mailing Kanta Hirji.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You have some obligations under HYA policy and practices to provide the organisation with data. In particular, you are required to your contact details, emergency contact details, details to enable HYA to carry out its legal obligations. Failing to provide the data may mean that you will not be able to take advantage of the activities provided by HYA or participate as a volunteer.

Kanta Hirji
HYA Chair/Trustee
May 2018