



Privacy Notice (Over 18s)

Diocese of Guildford - Youth Catalyst Project

Introduction

The Youth Catalyst Project (“YCP”) operates under the registered charity and legal entity of the Guildford Diocesan Board of Finance (“DBF”). This privacy notice applies to the collection, storage, and use of data for subjects who are over 18, such as youth leaders and other church leaders or members of local organisations, who sign up to YCP activities. YCP activities could be anything such as a youth leader breakfast, small group learning community, an annual conference, and/or any other event organised by the Youth Catalyst Team.

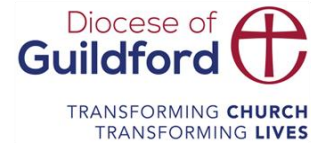
This Privacy Notice is designed to comply with the UK General Data Protection Regulation (“GDPR”). We want to be as transparent as possible with what data we collect from you, why we need to collect it, how we use it, where we store it, and how long we keep it for. We also have a separate privacy notice concerning the use of under 18s and parent/guardian data and how we store it on our data processor, ChurchSuite, which is available for access.

This Privacy Notice should be read in conjunction with the DBF’s Data Protection Policy.

Contact details

Post

Guildford Diocesan Board Of Finance
Church House
20 Alan Turing Road
Surrey Research Park
Guildford
Surrey



GU2 7YF

GB

Telephone

01483790300

Email

- data.protection@cofguildford.org.uk – The DBF Data Protection Officer.
- sophie.blake@cofguildford.org.uk – The Youth Catalyst Project Officer.

What information we collect, use, and why

We collect or use the following information to create an attendance record for YCP activities and events, to communicate any updates related to them, and to ensure that we are able to cater for any dietary or medical requirements of the person attending:

- **Subject's full name.** This will be used to maintain an attendance record in line with safeguarding regulations.
- **Subject's contact details, such as work email address and work phone number where applicable.** We will use this email address to send any further communications, such as reminder emails, about that specific event or activity. We will not use this email address to sign up to any marketing unrelated to the event or activity, unless permission has been given.
- **Subject's marketing preferences.** We will provide the option for people to sign up and provide their ongoing consent to receive our monthly newsletter advertising future events and updates on the project, or (for youth leaders) to join our WhatsApp broadcast group with their work phone number.
- **Subject's church or relevant organisation.** This will be used to have a record of which churches or local youth organisations are engaging with our events and activities. It may also be used, in the case of a small group learning community event, to keep track of which churches have attended a session and therefore been trained in the framework.



- **Consent preferences for photographs or video recordings**, and whether we may use these in any YCP or Diocesan communications. For any subject who does not give consent to be in photos or videos, we will ensure that a bright coloured wristband is worn on their wrist during the event/activity to make the photographer aware, and to delete any accidental photos/videos in the editing stage.
- **Health information (including medical conditions and allergies)**. This is to keep the subject safe at the activity or event by ensuring that their allergies have been catered for in the risk assessment. Any information on medical conditions disclosed will be used to support the subject in a medical emergency, such as the use of an EpiPen or asthma inhaler.
- **Dietary requirements**. Like allergy information, this is to ensure that the YCP team can ensure that any catering refreshments are safe for the subject. We also collect this information to ensure that we can cater for any religious observances.

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the Information Commissioner’s Office’s (“ICO”) website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here](#).
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here](#). If you need to edit any personal details, please contact the Youth Catalyst Project Officer, Sophie Blake, at sophie.blake.cofeguildford.org.uk



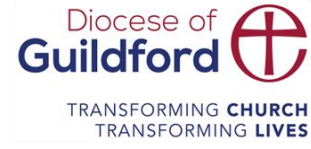
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you within one month. To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information in the organisation and running of YCP events or activities are:

- **Legitimate interest** - we're collecting or using the information because it benefits the person, our organisation or someone else, without causing an undue risk of harm to anyone. For example, we need to know a person's name to take a register for safeguarding reasons at every event, their contact details to inform them of any updates to the event (such as cancellations, change of date, etc), and any dietary or health information to minimise any risk or personal harm.
- **Ongoing consent** – the individual has given clear consent for us to process their personal data for a specific purpose. We will be ensuring that the subject provides ongoing consent for us to be signed up to our monthly newsletter and/or included in our WhatsApp broadcast group.



Where we get personal information from

- Directly from the subject signing up to the event/activity.

How long we keep information

We will keep information related to YCP events for 50 years after the activity ceases. This is in line with the Church of England's data retention policy.

Who we share information with

Data processors.

ChurchSuite

A 'data processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the 'controller'. In simple terms, we, the YCP (as a controller of your data by collecting) store all our data for attendance records and sign ups on a separate database, known as ChurchSuite. This is a well-known company which church organisations across the UK use to manage personal data securely. This data processor does the following activities for us: storing and maintaining records of your personal data for attendance at general YCP events/activities and any school Hub activities.

All data is confidentially and securely stored on ChurchSuite. If you would like to see ChurchSuite's Privacy Notice, you can click here: [ChurchSuite Privacy Notice — ChurchSuite](#)

Others we share personal information with

- In the event that there is a serious safeguarding concern at one of our YCP events, your data may be shared with the Diocesan Safeguarding Team and, if necessary, relevant local authorities.



How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice. If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

29th October 2024