



## Privacy Notice

### 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 any young persons (11-18 year olds) who sign up to a YCP activity or event, as well as their parent or guardian, and tells you what you can expect us to do with your personal information. YCP activities could be anything such as a worship gathering, sports or activity camp, 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.

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

**T:** 01483 790300 **E:** [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk) **www.cofeguildford.org.uk**



- [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk) – The DBF Data Protection Officer.
- [sophie.blake@cofeguildford.org.uk](mailto:sophie.blake@cofeguildford.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 specifically related to them, and to ensure that we are able to cater for any dietary or medical requirements of the young people attending:

- **Young person's first name and surname.** This will be used to maintain an attendance record in line with safeguarding regulations.
- **Parent or guardians' first name, surname, and contact details, such as email address.** 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.
- **Young person's date of birth.** This will be used to ensure that the young person is within the ages that the YCP can work with. It may also be used to organise by school Year Group, e.g. age-appropriate teams, at any sports events.
- **Emergency contact details.** We will ask for the contact details of a parent or guardian in the event of an emergency.
- **Consent preferences for photographs or video recordings,** and whether we may use these in any YCP or Diocesan communications. For any young person who does not have 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 young person 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 young person 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 young person. We also collect this information to ensure that we can cater for any religious observances.



- **Your church or church youth group.** This is to keep a record of which youth group the young person may be attending with, if applicable. It is also to see which churches are engaging with YCP events and/or activities.

## 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](mailto: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 young person's name/surname to take a register, their parent or guardians' contact details to communicate updates about the event, and any dietary or health information to minimise any risk.

## Where we get personal information from

- From the young person's parents/guardians using our sign-up form to register their young person

## 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

10 September 2024