

Privacy Notice for Staffordshire Youth Commission facilitated by Safer Communities CIC;

The purpose of this notice is to notify you why we need to obtain, hold and use personal information about you throughout your time with Staffordshire Youth Commission (SYC) and for a period of time after you have left.

The legal basis on which we collect and process information about you;

We collect and process your personal information in order to manage our obligations with the Staffordshire Commissioner's Office and to do so effectively, lawfully and appropriately. The legal basis for doing this is fulfilment of a contract and following you're requested to become a member of the Youth Commission. We may also collect information on your medical history for health and safety purposes and will only do this with your explicit consent.

Where we obtain this data;

The data we hold is provided by you during the recruitment process and your time while working on the SYC.

The categories of personal data we collect and hold;

While you are a member of the SYC we may collect and store the following personal information:

- Identifiers such as your name, address and date of birth
- Photographic images
- Personal information to your background including employment
- Equal opportunities monitoring data, which may include racial and/or ethnic origin information.
- Data within access control systems

Sensitive Personal Data;

It is sometimes necessary to process sensitive personal data (data concerning racial or ethnic origin, health, trade union membership, political opinions, religious or philosophical beliefs or sexuality) in order to comply with legislation relating to you while you are a member of the SYC. Such legislation includes, but is not limited to, the Health and Safety at Work etc. Act 1974 and the Equality Act 2010. Any processing of sensitive personal data will be carried out in accordance with Schedule 1 Part 1 (1) of the Data Protection Act 2018 and the Service's Data Protection Policy Statement.

We may disclose your information;

- To other staff in connection with you while on the programme, for example The Head of Safer Communities CIC, Business Support or Associate Youth Workers.
- To the Staffordshire Commissioner's Office.
- By law, when we are obliged to provide the information requested. For example, to the Safeguarding Team or the Police.
- In the course of disciplinary, grievance or other investigations of a similar nature.

- If you have given your consent.

How long we keep your data;

If you join the SYC then we will use your personal data to manage your experience and provide the support that you require. After 12 months of you leaving SYC all personal information will be destroyed by Safer Communities CIC.

Storing your data;

Your personal information is maintained securely at all times by the staff with responsibility for such records. We apply access control to ensure that only authorised staff are able to access this information.

Requesting access to your personal information and your rights;

Under data protection legislation, you have a number of rights with regard to your personal data. You have the right to:

- be informed of how we will process it
- request a copy of what we hold about you
- have it deleted (where we do not have a legal requirement to retain it)
- have it rectified or restricted
- object to us using it
- data portability (in certain circumstances)

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

For more information or to complain;

To act on any of the above rights, or if you have any concerns about how we are using your personal information, please contact the Data Protection Officer (contact details below);

Data Protection Officer, Staffordshire Fire and Rescue Service HQ, Pirehill, Stone, Staffordshire ,ST15 0BS

E-mail: dpo@staffordshirefire.gov.uk

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office;

<https://ico.org.uk/concerns>, telephoning 0303 123 1113 or writing to:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF