

General Data Protection Regulation

Skellingthorpe Youth Centre (SYC) will process your personal data in a manner that is legal, effective and efficient. We will apply ethical best practice, while protecting your privacy and confidentiality, as described in our GDPR Policy; a full version of which is available upon request.

The General Data Protection Regulation gives you the following rights regarding the processing of your personal data:

- Right to be informed about how your data is processed and why in a concise, transparent, intelligible and easily accessible way.
- Right to access your personal data and verify the lawfulness of the processing.
- Right to rectification if the personal data we hold about you is inaccurate or incomplete.
- Right to erasure or removal of your personal data where there is no compelling / legal / financial reason for its continued processing.
- Right to restrict processing, to 'block' or suppress processing of your personal data.
- Right to data portability allows you to receive your personal data we hold in a structured, commonly used and machine-readable format, and to transmit those data to another data controller.
- Right to object to processing your data based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing or processing for purposes of scientific/historical research and statistics.
- Rights related to automated decision making including profiling. SYC does not employ automated decision-making processes based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

The SYC Data Protection Officer (DPO), who is the Administrator, is responsible for protecting the personal data held by the SYC by ensuring the SYC has a suitably robust information governance function, supported by appropriate policies and processes. You can contact our DPO via email at GDPR-DPO@skelly-youth.org.uk

SYC takes the security of personal data very seriously, and we require all trustees, and volunteers to treat personal data with strict confidentiality. All the appropriate organisational measures are in place to ensure a secure environment for information held both manually and electronically.

SYC will hold personal data no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as described by GDPR in order to safeguard the rights and freedoms of individuals; or if it is necessary in order to comply with a legal obligation.