Vision 4 Youth's Data Protection Policy

Policy Brief and Purpose

Vision4Youth (V4Y) exists to help young people, especially but not exclusively through leisure time activities, to develop their physical, mental and creative capabilities, so that they might grow to full maturity as individuals and members of society.

To further this objective, V4Y holds a range of personal data on young people, employees and volunteers. Personal data is defined as any information that can identify a living individual (e.g. an entry in a database, photographs, or disciplinary records). V4Y therefore has the following policy on the protection of personal data, which complies with the principles of the Data Protection Act 2018 (DPA) and is aligned with the General Data Protection Regulations 2018 (GDPR).

This policy applies to all employees and volunteers working with V4Y and covers all current and future activities of the Project.

Personal data shall be acquired and held fairly and lawfully.

People completing the following forms must understand why the information is being requested and how it will be used.

- application forms
- employee and volunteer recruitment forms
- employee and volunteer interview forms and papers
- disciplinary records for young people, employees and volunteers

This also applies to photographs taken and any records from security cameras.

Medical information, classed under the Act as sensitive personal data, is held with the explicit, written, consent of the individual or their parent/carer and with their vital interests in mind e.g. so that urgent medical attention can be given.

Personal data will only be used for the specific purpose for which it is held.

Personal data held by V4Y will not be used for any purpose additional to or different from that for which it was requested, without the agreement of the individual to whom the data refers e.g. provided to an external body.

Personal data held will be adequate for the purpose for which it is used.

Data held must be sufficient to meet the needs of V4Y in carrying out its stated objectives but not exceed those needs, e.g. the amount of medical information held on young people.

Personal data should be accurate and where necessary kept up to date.

The accuracy of personal data provided to V4Y should be verified by the young person or their guardian or parent when joining V4Y. This should also apply to personal data supplied by employees and volunteers. Once verified by the provider, V4Y is entitled to rely on the accuracy of this data. Should personal data e.g. an address, change, the young person, guardian, parent, employee or volunteer is responsible for notifying V4Y.

Personal data will not be held any longer than is necessary.

V4Y should decide on and state in relevant policies the various lengths of time that it will hold personal data. It should then adhere to these time frames, e.g. club members' registration details will be destroyed if that member ceases to attend regularly. Please refer to Vision 4 Youth's Data Retention Policy for guidance on timeframes in which information is kept.

Individuals have a right of access to their personal data.

V4Y has a legal requirement to provide individuals with copy of any of their own personal data that it holds, and this is in line with the Freedom of Information Act 2000. This must be easily understood and in a written format.

Personal data must be held securely.

V4Y observes the following standards:

· all paper copies must be kept secure and under supervision
· personal notes e.g. from a volunteer interview should be associated with the application form and stored securely or shredded
· discipline records must be kept under supervision
· out of date spreadsheets must be destroyed securely
· personal data, especially medical details, must only be shared on a need to know basis
· one central database should be maintained for a particular set of records and should be maintained by a nominated person who will be responsible for its security

Personal data must not be transferred to a country not affording a similar level of protection
V4Y employees and volunteers will not take or send the personal details of youth members to a country not giving the same level of protection to data as that in the UK e.g. accidentally taking a copy of the database, loaded on a personal IT device.

Date Policy Reviewed: 06.2025