

The Youth Commission Fair Processing Notice for Service Users

The information we collect about you and how we process it is governed by the Data Protection (Bailiwick of Guernsey) Law, 2017. The Law protects you and enables you to take control of your personal data, the Law supports organisations such as ours with the lawful processing of personal data. We will only hold records that are relevant to our work with you and where we collect any personal information, we will have received your explicit consent. Our records must be accurate, up to date, and kept for a limited amount of time.

When using our services and for the purpose of data processing The Youth Commission for Guernsey and Alderney act as the controller, this means we are responsible for how we use your personal data. Our Data Protection Officer can answer your questions, you can contact them in the following ways:

Email DataProtection@youthcommission.gg

Telephone 01481 226099

Why do we need to hold your data?

We keep records to help us decide how best we can help you. We record how we have helped you, the support you have been given and how successful we have been in helping you.

What do we record?

We record basic information about who you are, where you live, why you are using a The Youth Commission service and about the work that we are doing with you, we do this with you so you will know what we are collecting and why. This may include information such as but not limited to which school you go to, how old you are, what interests you have. If we are providing 1-1 support, we collect more sensitive information to enable us to provide more a more specialist service (this is called Special Category Data), if this is the case and you are over the age of 13 you will have discussed it in more detail with your worker and given your explicit consent. If you are under the age of 13 your parents will have given consent on your behalf, in these circumstances we would be holding data relating to the parent as well as the child. For members of the public we may hold information on bookings we have made on your behalf, donations which we have received, or events which you have participated in.

What is special category data?

Special category data is the most sensitive type of data under the Law, we may collect data on the following:

- Health Information
- Race or religion
- Sexual Orientation

Why do we need to process and hold your data?

We keep records to help us decide how best we can help you, to record how we have worked with you, to assess how successful we have been in helping you. These records may be accessed by staff working for the Youth Commission. We may process your data:

- Because you have requested or given consent to the processing of the personal data for the purpose for which it is processed
- For the conclusion or performance of a contract to which the data subject (you) are a party
- Because it is necessary to protect the vital interests of the data subject or any other individual

- Because it is necessary for the exercise or performance by a public authority of a task carried out in the public interest

Sharing information

We will seek permission from you before sharing your record with other services that work with you. From time to time, we produce case studies for statistical reporting which sometimes include photographs, we will always ask for your explicit consent before publishing these in any format. We will always respect your wishes if you do not consent to us sharing information except where we believe you are at risk, where someone else may be at risk or if we are legally required to share the information to protect your vital interests or that of any other individual, examples include but are not limited to:

- Police and Law Enforcement
- States of Guernsey Health and Social Care (HSC)
- Doctors
- Schools
- Charities working with you

How do you receive my data?

We may receive personal information from other data controllers which has not come directly from you. This will often be in the form of referrals to our service and can come from but are not limited to;

- Social Workers
- Schools
- School nurse
- Child and Adolescent Mental Health Services

How do I go about seeing my information?

You can see your records and receive copies at any time by applying to the Youth Commission Data Protection Officer. This will usually happen quickly and must take place within one month of you asking. Following your request, the Data Protection Officer will arrange for you to look through your data in the presence a member of staff. The staff member can answer questions and note any changes you think should be made on the record.

What happens to my data when I no longer use the Youth Commission Service's?

The file will be closed and kept by The Youth Commission for 8 years. It may be kept longer if policy or law requires, examples of this include but are not limited to cases involving:

- Children in Need including children with disabilities
- Children undergoing social care assessment
- Child Sexual Exploitation records
- Child Protection

If The Youth Commission is delivering the service on behalf of another organisation, then the responsibility for the data returns to that organisation at the end of The Youth Commission contract with them.

What rights do I have with regard to my personal data?

There are ten data protection rights which you as the user have:

- The right to request that your personal data is erased by the service at any time.
- The right of access
- The right to object to processing for direct marketing purposes
- The right to object to processing on grounds of public interest
- The right to object to processing for historical or scientific purposes
- The right to rectification
- The right to erasure
- The right to restriction of processing
- The right not to be subject to decisions based on automated processing
- The right to data portability

The right to request that your personal data is erased by the service at any time.

Where the lawful basis of consent is relied upon, you have the right to withdraw consent and have your data erased. There are specific scenarios within the Law where this right can be applied and if you write to us withdrawing your consent, your data will be deleted. The right to erasure applies to all data we hold about you except examples not limited to:

- For the purpose or in connection with any legal proceedings.
- The discharge of any functions of a court or tribunal acting in its judicial capacity.
- The process is necessary for the administration of justice.

If you do not receive access to your data within one month of asking to do so or have any other complaints about the information that we hold about you, please contact The Youth Commission Data Protection Officer. You can also complain to The Office of the Data Protection Authority, contact details below.

The Youth Commission Data Protection Officer:

DataProtection@youthcommission.gg

The Youth Commission for Guernsey & Alderney,
Les Ozouets Campus, Les Ozouets,
St Peter Port, Guernsey, GY1 2UB
Tel: +44 (0) 1481 226099

The Office of The Data Protection Authority,

St Martin's House, Le Bordage
St Peter Port, Guernsey, GY1 1BR
Tel: +44 (0) 1481 742074