



## York Schools and Youth Trust DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data is any information which we hold and which allows us to identify you as an individual. From 25<sup>th</sup> May, the processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### 2. Who are we?

York Schools and Youth Trust is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

We use your personal data for the following purposes:

- To inform you of news, events and activities run by York Schools and Youth Trust;
- To maintain our employees’ and volunteers’ records;
- To liaise with our payroll and pension provider (employees only);
- To maintain our own accounts and records (including the processing of gift aid applications).

York Schools and Youth Trust complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

### 4. What is the legal basis for processing your personal data?

- Gaining your explicit consent so that we can keep you informed about news, events and activities and process your gift aid donations;
- For employees, collecting and processing information is necessary for carrying out our obligations under employment (including sharing information with our payroll and pension providers), social security or social protection law, and to meet the requirements of Her Majesty’s Revenue and Customs.

### 5. Sharing your personal data

- We will not transfer personal data from one internal list to another e.g. if you request a newsletter, you will only be sent a newsletter; we will not contact you to ask you to make a donation.
- Donations on the website are made using MyDonate, which is commission free. Contact details are shared with York Schools and Youth Trust.
- We use MailChimp as our marketing automation platform.
- Your personal data will be treated as strictly confidential and will not be passed to any other organisations.

### 6. Website

Our website is hosted by Squarespace. The website uses cookies to help it to work well and to track information about how people are using it. More information on cookies can be found by clicking this link <https://www.squarespace.com/cookie-policy>.

## 7. How long do we keep your personal data<sup>1</sup>?

- Your personal information will be kept for use until you ask for your details to be updated or removed from our records.
- Financial data will be retained in accordance with the guidance set out in: Buzzacott “Retention of Accounting Records and Other Corporate Records” as recommended in “The Essential Trustee” by the Charity Commission [see footnote or link]. Specifically, we retain gift aid declarations and associated paperwork for 6 years after the last payment made.

## 8. Your rights and your personal data

- If at any point you wish to see what information we hold relating to you, please contact our Administration and Communications Officer at York Schools and Youth Trust Offices (contact details below).
- If any information we hold about you is inaccurate we will correct it as soon as you let us know.
- If we are holding information about you which is not essential, you can ask us to delete it.
- If you are dissatisfied with the way we are using your personal information, please contact our Administration and Communications Officer at York Schools and Youth Trust offices (contact details below) as soon as possible. We will try to resolve the problem swiftly. If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioners Office (contact details below).

## 9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will ask for your permission and use your information in the new way only if you give consent.

## 10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administration and Communications Officer at York Schools and Youth Trust Offices on [office@yoyotrust.org.uk](mailto:office@yoyotrust.org.uk) or (01904) 798941.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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<sup>1</sup> Details about retention periods can currently be found on the Buzzacott website:  
[http://www.buzzacott.co.uk/insights/retention-of-accounting-records-\(1\)](http://www.buzzacott.co.uk/insights/retention-of-accounting-records-(1))