

YOUNG CAMDEN FOUNDATION

PRIVACY STATEMENT

Young Camden Foundation (YCF) is a registered charity no 1172314. This privacy policy explains how YCF uses any personal information we collect about you.

Why we keep personal data: We keep any personal data which is required to satisfy our legal obligations, to fulfil any contractual obligations to you and to pursue our legitimate interests of delivering our charitable mission. If you provide your consent, we will also use your contact details to inform you about YCF news and events via our newsletters. You have the right to withdraw your consent at any time

Correction and access to your information: We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You have the right to object to or restrict processing of your data or to erase your personal information. We will, however, still need to keep or process some of your data if it is legally or contractually required and such restrictions or erasure may adversely impact on our ability to deliver services to you. You also have the right to request a copy of the information that we hold about you.

How to contact us: email us at info@youngcamdenfoundation.org.uk or write to us at Data Protection Lead, Young Camden Foundation c/o West Euston Partnership 29 – 31 Hampstead Road, London NW1 3JA

Changes to our privacy policy: We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated in April 2018.

Use of third party data processors: Third party data processors are used for certain processes (detailed below) so that we can provide a more efficient or effective service. Where relevant, data is encrypted. The terms and conditions or contracts we have in place with these data processors specify they will keep your data safe and only use it in accordance with GDPR (General Data Protection Regulation) or that they are compliant with Data Protection Act 1998 and working towards GDPR.

How we keep your data secure: We aim to be fully compliant with GDPR. We believe our systems to be secure. We have encrypted devices, password policies and malware in place. If you donate to us via our website you do so through KindLink and Paysafe. KindLink are SSL compliant and registered to the We are registered with the Information Commissioner's Office (ICO). Paysafe are fully PCI DSS compliant as well as Financial Conduct Authority (FCA) regulated. You can find out more here <https://www.kindlink.com/faq.html>

Complaints: If you believe there is a problem with the way we are handling your personal information then please contact us at info@youngcamdenfoundation.org.uk You also have the right to contact the Information Commissioner's Office to complain.

What personal data we keep on our members	How we keep your data	How long we keep your data and why	Who we share your data with and why
<p>Young Camden Foundation collects the personal information of primary contacts at our membership organisations.</p> <p>When you apply to be a member of YCF you provide your name, job title your organisations address, telephone number and email address to us.</p> <p>When you become a member of YCF we retain the above data.</p> <p>If you attend a pre-booked, ticketed members event hosted by YCF, we are provided with your name and email address.</p>	<p>We store your data on our membership database so that we can assess your organisation’s eligibility and process your membership application. Some data may be stored on our email system if we enter into further communication with you.</p> <p>If you are on the guest list for an event, your name will be held on that list so that you can attend the event.</p>	<p>We keep your data on our membership database and email system throughout your organisations membership and for up to six months following your last confirmed renewal in case you change your mind.</p> <p>If the organisation’s lead contact leaves their employment their details will be removed within 4 weeks of notification.</p> <p>Guest lists are disposed of within 4 weeks of the event.</p> <p>You can refer to our membership terms and conditions for more information.</p>	<p>If you provide your consent to receive our newsletters, we share your data with a third party that manages our mailing lists.</p> <p>All public event bookings are made via a third-party data processor. They share your name and email with us so that we can ensure that you are allowed access to the event, to comply with health and safety regulations and contact you if necessary.</p>
What personal data we keep on our donors and supporters	How we keep your data	How long we keep your data and why	Who we share your data with and why
<p>If you donate money to us, we keep your name, telephone number, address and email address.</p>	<p>We store your data on our donor database so that we can provide you with an annual progress report, if appropriate, and provide supporting information for audit purposes.</p> <p>We store your name and contact details on our finance database so that we can maintain appropriate financial records.</p>	<p>We keep your name and contact details on our donor database and financial database regarding your financial transactions with us and details of your tax status for up to 6 years, to be compliant with Companies Act 2006 and HMRC GiftAid regulations.</p>	<p>If you have made your donation via the YCF website, your personal data is encrypted and passed to a third-party donation platform for processing.</p> <p>If your donation is made directly to YCF and you have signed the GiftAid declaration, we share your name and address with HMRC in accordance with GiftAid legal requirements.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party that manages our mailing lists.</p>

What personal data we keep on job applicants	How we keep your data	How long we keep your data and why	Who we share your data with and why
<p>If you apply for a position with YCF, you will need to provide us with your name, telephone number, address, email address and employment history.</p> <p>If you are offered a position, we will also obtain a reference from previous or existing employer(s) and an employment agency where relevant. We may also require more details about your background in certain cases.</p>	<p>We store your job application documents, references, specific additional material obtained post interview and any communication with you or relevant third parties on our email and management systems.</p> <p>We also keep hard copies of interview notes in locked filing cabinets. This information is only accessible by those individuals directly involved in the recruitment process.</p>	<p>If you are not appointed, we may keep your recruitment documents for up to 6 months after an appointment has been made in case we want to approach you in relation to other opportunities or to provide feedback on the recruitment process.</p> <p>In certain cases, it may be necessary to retain documents for longer than this for legal purposes. If you are appointed, you will receive an employees' privacy policy.</p>	<p>In some cases, employment agencies provide us with CVs and references containing personal details of applicants with us so that we can shortlist for interview.</p> <p>Previous and existing employers provide us with personal data regarding employment dates and, in certain cases, performance or other relevant information.</p> <p>We only seek references from a previous or existing employer if a job offer (subject to references) is made.</p>
What personal data we keep on trustee applicants	How we keep your data	How long we keep your data and why	Who we share your data with and why
<p>If you apply to be a Trustee for YCF, you will need to provide us with your name, telephone number, address, email address, email address and CV.</p> <p>If we progress your application, we will also obtain references from individuals that you have nominated and a recruitment agency where relevant.</p> <p>We may also require more details about your background in certain cases.</p>	<p>We store your application documents, references, specific additional material obtained post interview and any communication with you or relevant third parties on our email and management systems. We also keep hard copies of interview notes in locked filing cabinets. This information is only accessible by those individuals directly involved in the trustee recruitment process.</p> <p>If your application progresses to the Board of Trustees, your personal details will be included in the minutes of that meeting.</p>	<p>If you are not appointed, we may keep your recruitment documents for up to 6 months after an appointment has been made in case we want to approach you in relation to other opportunities or to provide feedback on the recruitment process. In certain cases, it may be necessary to retain documents for longer than this for legal purposes. Board of Trustees minutes are kept for the duration of the charity and for 10 years after its dissolution in compliance with the requirements of Charity Commission and Companies Act 2006.</p>	<p>In some cases, recruitment agencies provide us with CVs and references containing personal details of applicants with us so that we can shortlist for interview.</p> <p>Your referees provide us with personal data regarding, for example, your employment dates, your performance or other relevant information.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party that manages our mailing lists.</p>

What personal data we keep on volunteer applicants	How we keep your data	How long we keep your data and why	Who we share your data with and why
If you apply to be a volunteer with YCF, you will need to provide us with your name, telephone number, address and email address.	We store your application documents, references, specific additional material obtained post interview and any communication with you or relevant third parties on our database, email and management systems.	We may keep your application documents for up to three years to provide sufficient time for you to undertake relevant volunteering with YCF. If you are successful, you will receive a volunteers' privacy policy.	<p>If required, we submit your personal details and ID to the Disclosure and Barring Service (DBS Scotland) for verification in accordance with legal requirements.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party that manages our mailing lists.</p>
What personal data we keep on our contractors	How we keep your data	How long we keep your data and why	Who we share your data with and why
If we enter into a contract for services with you, you provide us with your name, telephone number, address, email address and bank account details.	We store your name and contact details on our finance database and account details on the banking system so that we can fulfil our contractual obligations to you and maintain appropriate financial records. Some data may be stored on our email system if we enter into further communication with you. We may also store your data on a relevant database depending on the nature of the contract.	We keep your name and contact details on our financial database and any communications regarding your financial transactions with us for up to 6 years to be compliant with Companies Act 2006.	<p>We have a Cloud based finance system. All transactions are made via the banking system.</p> <p>If you provide your consent to receive our newsletters, we share your data with a third party that manages our mailing lists.</p>