PRIVACY STATEMENT FOR SERVICE USERS
YMCA IRELAND

INTRODUCTION

YMCA Ireland is a voluntary youth work organisation that provides youth services to young people and their families. In order to provide these services we need to collect personal information from the users of these services.

YMCA Ireland is a “Data Controller” and as such has a legal responsibility to ensure that you are aware of why it collects information and what it does with this information.

YMCA Ireland seeks to comply with its obligations under the General Data Protection Regulation or GDPR (2018) 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.

WHAT INFORMATION DO WE COLLECT?

Unless otherwise agreed with you, we will only collect personal data about you ie your name, address, telephone number, age, email address etc.

We may collect information on medical conditions and details of next of kin. We always ask for your consent to collect and store this information on a registration form.

In some programmes we may ask you for your PPS/ NI Insurance Number and bank details, or Unique Learning Number.

WHY DO WE NEED IT?

As a provider of youth services we need to know basic personal data in order to let you know when events take place, ensure that you are assigned to age appropriate groups etc.

In order to ensure your personal safety while attending a YMCA service or programme we may collect basic medical information eg information on allergies and medical conditions.

We collect information on next of kin so that we can make contact with them in emergency situations.

If we collect bank details then this is in order to process electronic payments. We may ask for your PPS or Unique Learning Number to help with accredited learning. We will always seek your consent to store personal information on you.

WHAT DO WE DO WITH IT?

All the personal data we hold about you will be processed by our staff and no third parties will have access to your personal data unless there is a legal obligation for us to provide them with this or unless you have given us your express consent to share this information with them.

Please be aware that your personal information may be stored on a cloud based system whose servers are located within the EU or in secured cabinets

We take all reasonable steps to ensure that your personal data is processed securely. How long do we keep it?

This will vary depending on the type of information that is collected. The organisation has a data retention schedule which provides a basis for deciding how long we store personal data and how we delete this information. A copy of our retention policy is available on request.

WHAT ARE YOUR RIGHTS?

You have the right to request access to personal data which YMCA Ireland will have collected from you.

You have the right to request YMCA Ireland to correct or update or delete any of your personal data where this is based on consent.

You can withdraw or change your consent at any time by contacting: dataprotectionofficer@ymca-ireland.net.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

WHEN WILL CONSENT BE REQUIRED?

Whilst some of the personal data provided to our organisation is required for us to comply with our legal obligations, most information is provided on a voluntary basis through consent from a parent, carer or guardian.

Note - a young person aged 13 (NI) or 16 (ROI) or over is considered capable of giving consent themselves to process their personal data, and does not require express agreement from a parent/carer/guardian.

HOW CAN YOU FIND OUT MORE OR MAKE A COMPLAINT?

If you have any questions about this privacy statement or how we handle personal data, please contact dataprotection@ymca-ireland.net who will deal with your query.

You have the right to make a complaint at any time to the following:

a) Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:
The Information Commissioner's Office – Northern Ireland
3rd Floor. 14 Cromac Place, Belfast, BT7 2JB
Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk

b) Data Protection Commissioner,
Canal House, Station Road, Portarlington R32AP23
Email info@dataproction.ie