



# GDPR

## 1. Purpose

This policy sets out how Hastings & Rother YMCA collects, processes, manages, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR). We are dedicated to maintaining the trust of our community – especially our young members and their families – by ensuring that personal data is handled with respect, care, and transparency.

## 2. Scope

This policy applies to all personal data processed by Hastings & Rother YMCA, whether processed electronically or manually, and covers:

- Staff, volunteers, contractors, and third-party service providers acting on behalf of the organisation,
- Data collected from service users, event participants, donors, visitors to our website, and any other individuals whose personal data is held.

## 3. Data Protection Principles

In processing personal data, we adhere to the following principles:

- Lawfulness, Fairness, and Transparency:

We collect and process data based on a lawful basis and ensure that individuals are fully informed about how their data is used.

- Purpose Limitation:

Personal data is collected only for explicit and legitimate purposes and is not further processed in a manner incompatible with those purposes.

- Data Minimisation:

We limit personal data collection to what is strictly necessary in relation to the purposes for which it is processed.

- Accuracy:

All personal data is kept accurate and up-to-date. Inaccurate data is corrected or removed promptly.

- Storage Limitation:

Data is retained only for as long as necessary to fulfill its purpose, after which it is securely deleted or anonymised.

- Integrity and Confidentiality:

We implement security measures—both technical and organisational—to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage.

## 4. Legal Basis for Processing

Hastings & Rother YMCA processes personal data based on one or more of the following legal grounds:

- Consent:

When individuals have provided explicit consent for specific data processing activities, such as inclusion in a newsletter or use of photographs for promotion.

- Contractual Necessity:

For processing data required to fulfill registration, membership, or service agreements.

- Legal Obligation:

To comply with statutory or regulatory requirements (e.g., safeguarding, financial reporting).

- Legitimate Interests:

Where processing is necessary for the legitimate interests of the organisation (e.g., improving services and engagement) provided these interests are not overridden by the rights and interests of the data subjects.

## 5. Data Subject Rights

Individuals have the following rights regarding their personal data:

- Right to Access:

To obtain confirmation that their data is being processed and request access to personal data.

- Right to Rectification:

To request correction of inaccurate or incomplete data.

- Right to Erasure:

Also known as “the right to be forgotten,” subject to any overriding legal obligations.

- Right to Restrict Processing:

To have their data processing limited under certain circumstances.

- Right to Data Portability:

To receive their personal data in a structured, commonly used, and machine-readable format, or have it transferred to another controller.

- Right to Object:

To object to the processing of their data on certain grounds, especially in relation to direct marketing.

For any of these rights or if you have questions on how your data is handled, please contact our data protection team.

## 6. Data Retention

Personal data held by Hastings & Rother YMCA is retained only for as long as is necessary:

- Based upon the purpose for which it was collected,
- To satisfy legal, accounting, or reporting requirements.

Once such purposes no longer require retention of the data, it is securely disposed of or anonymised.

## 7. Data Security

We implement robust security measures to protect personal data against unauthorised access, loss, or alteration. These measures include but are not limited to:

- Secure digital storage with encryption and restricted access,
- Regular staff training on data protection practices,
- Physical security protocols for access to premises and paper records,
- Regular reviews and updates of security measures and procedures.

## 8. Data Sharing

Hastings & Rother YMCA only shares personal data with trusted third parties where:

- It is required to deliver our services,
- It is legally mandated, or
- Explicit consent has been obtained from the data subject.

Data sharing arrangements are governed by strict contractual obligations to safeguard personal data and maintain confidentiality.

## 9. Data Breach Procedures

In the event of a data breach:

- Immediate Action:

We will promptly investigate and contain the breach to minimise any impact.

- Notification:

If the breach is likely to result in a risk to the rights and freedoms of individuals, we will notify the Information Commissioner's Office (ICO) within 72 hours and inform affected individuals where relevant.

- Review and Prevention:

A full review of our practices will be conducted, and necessary measures will be implemented to prevent future occurrences.

## 10. Contact Details

For any questions regarding this policy, to exercise your rights, or to report concerns about data protection practices, please contact our Data Protection Officer (DPO):

Email: [ycentre2015@gmail.com](mailto:ycentre2015@gmail.com)

Phone: 01424 4296777

Address: Hastings & Rother YMCA, St Pauls Road, TN37 6RS

This GDPR Policy is a living document and may be updated periodically to align with changes in legal requirements, technological advances, and operational needs. All amendments will be communicated through appropriate channels and updated on our website.

Monday 16th June 2025

## Y Centre

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