



Data privacy notice

1. CYCA is a data controller. This means that we are required under data protection legislation to notify you of how we will process your personal data. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we provide, so that you are aware of how and why we are processing personal data. We may update this notice at any time.

2. What our obligation to you as a consumer is in relation to your personal data

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Kept in a form which permits you to be identified for as long as necessary for the purposes we have told you about
- Kept securely

3. What personal data will we collect?

- Your name, contact details, etc
- Next of kin for emergency contact on attending training or other CYCA services
- The date you attended

We may also collect, store and use the following 'special categories' of more sensitive personal information such as:

- Medical conditions
- Any allergies

4. How do we collect your personal data?

We collect your personal data from the forms that you as the consumer fill in on attending CYCA.

5. How will we use your personal data

For the most part we will use your personal data for one of the lawful bases:

- Where we need to comply with a legal obligation
- To gather anonymised information as a means of evidence to secure funding

6. When will we use your personal data?

- During your attendance of training/other projects in the case of emergency contact information and any allergies or medical conditions that you have shared with us
- If you have given consent for us to use your personal data to contact you about further workshops
- When submitting an application for funding (all information will be anonymised)

We will only ask you to provide information which we believe is necessary for the enrolment on our training/projects.

7. What happens if we need to use your personal data for a new purpose?

We will only use your personal data for the stated purposes unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do this.

8. How do we use your sensitive personal data?

- To collect information about who is attending CYCA (all data is anonymised)
- For health and safety reasons ie in the event of a medical emergency
- To contact you if you have asked to be informed of further projects or training

9. Will we share your information with third parties?

The only information that will be shared is anonymised, no names or contact information will be provided in reports.

10. How long will we keep your personal data?

We will only keep your personal data for as long as is necessary

11. How do we ensure your personal data is secure?

We take our privacy and protection of data very seriously. Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

12. What rights do you have in respect of how we use your data?

Subject to legal limitations you have the right to:

- Request access to your data
- Request corrections to your data
- Request erasure of your data
- Object to the processing of your data

13. We reserve the right to amend or update this privacy notice at any time.