



## **Privacy Notice for Youth Centre**



Under Data Protection legislation the Board of New Life Church Ministries (Sleaford) ["the Church"] are the Data Controller and the Secretary to the Board acts as the Data Protection Co-ordinator.

We are collecting this information to enable the Life Church Ministries (Sleaford) to operate the Sleaford Youth Centre safely and securely and in accordance with normal Safeguarding arrangements. It will also ensure that we can contact you (or other nominated adult) in case of an emergency. Data Protection legislation allows us to collect, store and process this information as we regard it as being in the legitimate interest of The Youth Centre as a part of New Life Church Ministries (Sleaford). If you are unable to supply the information requested, then we will be unable to accept your child at the Youth Centre.

The information you supply will be collected on the General Information and Consent form for the children or young person for whom application is made and then held in that paper form in a folder. It may also be added to an electronic database at some point in the future should we further develop our arrangements. Weekly attendance including arrival and departure(s) are also maintained with sufficient data for us to identify an individual young person. Paper records are securely locked in an appropriate cabinet at the Youth Centre and / or in the Church Office. Electronic records may only be accessed by those with authorised Usernames and passwords relative to the tasks being performed, in this case to those involved leading the Youth Centre.

The forms will be destroyed once the young person ceases to attend the Youth Centre, or at least once we can reasonably determine that they have done so. For Safeguarding purposes records of attendance will be retained for the recommended period. All the remaining personal information collected for the purpose of attending the Youth Centre will be destroyed within 6 months of the conclusion of the activity.

We will NOT pass on this information to anyone else other than provided for safeguarding purposes where health and well-being may be at risk.

If you are concerned about the way your information is being handled please speak to our Data Protection Co-ordinator. You may use [dataprotection@nlcm.org.uk](mailto:dataprotection@nlcm.org.uk) for this purpose. You may also call 01529 413063 or write to the Data Protection Co-ordinator, New Life Church Ministries (Sleaford), New Life Centre, Mareham Lane, Sleaford, Lincolnshire, NG34 7JP. If you are still unhappy you should put your concerns in writing to the Data Protection Co-ordinator for consideration by the Data Controller. If you remain unhappy after their formal response you have the right to complain to the Information Commissioners Office