

Will anyone else see my information?

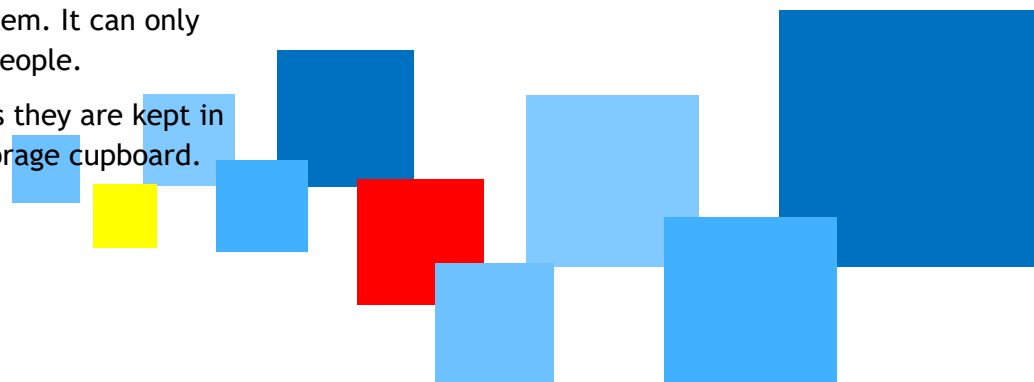
Your information is important to us and we will never pass it on to anyone else. The only exception to this is if we know something that puts you or another child or young person in danger. In this case we would always tell someone who can make sure you are safe.

You or your parent/carer can ask to see the information we have about you. You can ask for it to be changed if it is inaccurate and also ask for it to be destroyed.

How do you look after my information?

Your membership and attendance information is kept on our computer system. It can only be accessed by authorized people.

Where we have paper copies they are kept in folders and locked in our storage cupboard.



The CUBE on Symington Rec
is committed to seeing young
people thrive.



If you would like to talk to someone about this leaflet or anything in it email office@thecubeyouth.onmicrosoft.com or Facebook message THE CUBE YOUTH or telephone The CUBE 01858 417298.



The CUBE on Symington Rec

Young people thriving.

Data Privacy Notice

This leaflet explains why The CUBE uses and keeps information about you.

It tells you what we do with it, why we keep it and how we keep it safe.

The CUBE on Symington Rec is a charity for young people supported through grants and donations.
Charity number 1110510

Why have you given me this leaflet?

This leaflet is to let you know that The CUBE holds information about young people who are members of The CUBE and that we need your permission to do so.

The law says that:

We have to tell you if we hold any information about you and you can ask us for a copy of what we keep.

You can also tell us to correct any information that we have that is wrong.

You can also tell us if you are not happy for us to hold information and ask us to destroy it.

We ask that all young people who come to The CUBE are members so if we can't keep your information it might mean that you would not be able to attend our activities.

What information do you hold about me?

We only collect information about you if you are a member of The CUBE. This means you have completed a membership form and given us consent to hold your information.

This information helps us to run The CUBE in a way that is good for you.

The list below is the information we collect.

Your name and address, age and contact details.

Information about your parents/carers such as names and contact details.

Any special information we need to know about such as your medical needs.

Whether or not you are happy to be in photographs we take and how we can use them.

How often you attend The CUBE and the groups you are involved with.

Records of any conversations and correspondence we might have with your parents/carers.

Any problems or concerns you tell us about that we think we may be able to support you with.

Information passed onto us from other professionals who are supporting you or your family.

Why do you need to hold my information?

We will need to contact your parent/carer if you are involved in an emergency.

We also need to know about any special medical requirements you have and how to respond, such as allergies or asthma.

If you are over 16 we will use your contact details to let you know what is going on. If you are under 16 we will let your parent/carer know.

We have to let some people know how we are getting on at The CUBE. We do this by telling them how many young people attend and how often we support them. This is really helpful when we are asking people and support us financially.

How long will you keep my information?

Most of the information that we hold about you will be destroyed when we haven't seen you for more than a year.

The exception to this is information about your attendance or any safeguarding concerns.

