



TYC (Thirsk Youth Club)
Registered Charity No 1195274

Privacy Notice - Website

Contact details: TYC (Thirsk Youth Club), Old Blacksmiths, Market Place, Thirsk YO7 1ET

Email: hello@thirsk youthclub.org.uk Phone: 07577 417456

This Privacy Notice tells you what to expect us to do with your personal information.

1. What information we collect, use, and why
2. Lawful bases and data protection rights
3. Where we get personal information from
4. How long we keep information
5. Who we share information with
6. How to complain

1. What information we collect, use, and why

We collect and use the following information on our website to receive donations and funding:

- Names, phone numbers and email addresses
- Postal addresses (if the preferred means of contact)
- Payment or banking details
- Taxpayer information required for Gift Aid purposes

2. Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. You can find out more about lawful bases & your data protection rights on the ICO’s website ico.org.uk To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

TYC collect and use your data to: sell you a ticket for the Duck Race, inform you if you win, and receive any donation you may wish to make. If you are a UK taxpayer your relevant data will be shown on the GiftAid Declaration form that you complete.

3. Where we get your personal information from

- Directly from you

4. How long we keep your information

Information is kept until all winners have been notified and their details published.

- Winners will be notified on the race day (if present), or by text, phone call or email within one week.
- Lottery regulations require winners' details to be published. These will only be in summary, for example: 'M. Smith, Dalton, Thirsk. However, all winners are required to cooperate with TYC's obligation to publish their win as and where deemed appropriate. Typically, the winners' details will be published on TYC's Facebook page and website.
- All personal information will be permanently deleted from the website following notification of winners.

5. Who we share information with

- No personal information held on the TYC website for the purpose of the Duck Race and/or fundraising is shared with any third parties.

TYC (Thirsk Youth Club) operating as a youth club may share personal information with

- *Care providers*
- *Organisations we need to share information with for safeguarding reasons*
- *Emergency services*
- *Organisations we're legally obliged to share personal information with*
- *With parental/carer consent only: publicly on our website, social media or other marketing and information media*

Please see our Confidentiality & Data Protection Policy for more details.

6. If you have any questions

If you have any concerns about our use of your personal data please contact us using the contact details at the top of this privacy notice.

If you still have concerns with how we've used your data after speaking with us, you can also contact the ICO.

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated 10th March 2026

TYC CONFIDENTIALITY AND DATA PROTECTION POLICY



TYC – Thirsk Youth Club

Date approved by Trustees at meeting on: 26.06.2025

INTRODUCTION

This organisation is committed to providing a safe environment for young people and volunteers. TYC recognises that trust is essential for good youth work and is the foundation for all relationships within TYC. Maintaining confidences is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information. The principles state that personal information should be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant, and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in line with your rights
- secure, and
- not transferred to other countries without adequate protection.

THIRSK YOUTH CLUB therefore states that:

Everything you share is kept in the utmost confidence. The only exception to this rule is if there is good reason to believe you may be in danger or present a danger to yourself and/or others. In this case your details may be used when we contact any or all of the following: your parents/carers, your GP, emergency services, or social services. In every case, TYC will attempt to work with you, so you know what information is being shared, with whom, why and how it is being stored.

THE POLICY

TYC is required by professional youth work guidelines to maintain absolute and total confidentiality about every aspect of members' information and to document and account for that policy.

TYC keeps notes on all the sessions we are open for. We keep notes for our own evaluation and evidence for funding bids. These notes do not contain members' names or any personal details.

TYC also requires all young people attending to complete a membership form, including member's name, address, date of birth, emergency contact numbers and details of any allergies. This information is stored electronically/securely on a laptop and in a folder, which will be kept in a lockable filing cabinet.

Young People

TYC is committed to ensuring that young people are able to share information with youth workers and volunteers in a confidential manner.

Young people can expect that any information they give to a worker or volunteer is treated as sensitive and confidential and will not be shared UNLESS:

- the worker or volunteer believes that the young person, or another young person, is in danger or is being harmed. In this case the young person will be told that the information has to be shared with the appropriate agencies and be encouraged to agree with this
- the worker or volunteer is aware that a young person is involved in illegal activities, or
- the young person discloses that they are involved, or plan to become involved in acts of terrorism.

Workers

All workers and volunteers at TYC are expected to uphold the organisations commitment to confidentiality. This means that youth workers and volunteers are expected to:

- keep records, files and documents stored in a safe and secure manner
- not discuss any information given by a young person in confidence, unless they have a child protection concern, or the young person gives their permission
- tell a young person when information cannot be kept confidential (ie. a child protection concern), and
- encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest.

Workers and volunteers can expect that the organisation will:

- provide them with a suitable means for storing confidential documents
- ensure that their own information is stored securely, is kept confidential and only seen by colleagues in relation to their role
- safely destroy personal information when the worker ceases to work for the organisation, and

- take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued).

Parents/Guardians

Parents/Guardians of young people attending TYC can expect that the information they provide (e.g. medical information, contact information) will:

- be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the young person)
- enable the club to ensure that parents receive information from the club that is necessary e.g. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
- not be sold, and
- will not be shown to organisations without prior consent.

Policy updated: **June 2025**

Review Date: **June 2026**