



Moira Baptist Church

Privacy Notice for Young People

Purpose of this Notice

Moira Baptist Church (MBC) is committed to keeping the personal information we hold on you safe and private.

This privacy notice tells you how we collect and use your information.

This notice applies to all young people.

Data Protection Rules

We will comply with the data protection law. This says that the personal information we hold about you must be:

- Processed lawfully, fairly and clearly.
- Collected from you for clear and specific reasons.
- Processed only when it is relevant and on a need to know basis.
- Kept up to date.
- Kept only for as long as is needed.
- Kept safe

What Information We Hold

Personal data	Any information about you that can identify you.
Special categories of personal data	Information about your age, medical and health, AccessNI Enhanced Disclosure application and outcome.

MBC collects and processes a range of information about you. This may include:

- your name, address, telephone number, mobile number, email address, date of birth and school year
- information about the person/s who has parental responsibility for you and other additional contacts
- Medical/health information
- Attendance register
- Safeguarding information if applicable
- Photographs/videos

How is your personal information collected?

MBC will collect this information in a variety of ways e.g. youth registration forms, from person/s who have parental responsibility for you, getting to know you and your attendance at events.

How we use information about you

We will only use your information when the law allows us to do so. Your information is most commonly used to:

1. Keep you and your parents informed of events, organisation activities
2. Know what food etc you can be given at any activity you attend.
3. Know what medical help you may need if you feel ill at one of the church activities.
4. Be able to contact your mum and dad or your guardians.

MBC will tell you why we are collecting your information and how we use it. We will not use your information for any other reasons than what we tell you unless there is a very good reason to use it for another purpose similar to the original reason.

Who else may have access to your information?

We only give access to your information to those who need it. If you want to know more ask your Youth Leader.

We will not share your information with anyone else unless you tell us we can. The only time we need to do this without your permission is if we think you or someone else is in danger. This is in line with our Safeguarding Policy. If you are age 13 yr+, we may agree with you about sharing information with your parents or guardians. Anyone who has access to your information must:

- Only access it if they have to
- Maintain your confidentiality, sharing information with others only if they are concerned about your safety or wellbeing
- Keep your information safe and secure
- Not keep your information for longer than they need to.

Data safety

The information we gather about you will be kept securely locked in a cupboard, on cloud storage using computers that are password protected. If we find out that your information has not been used properly or has got lost, we will tell you and the Information Commissioner within 72 hours of finding out.

How long will you keep my information for?

MBC will hold your information for as long as is necessary (according to the time frames in our data protection policy).

Tell us if something changes

We need you to let us know if any of your information changes like if you move house or get a new phone number . If you tell us your information has changed or is not right, we will make sure to update your records as soon as possible.

Your Rights

You have a number of rights around the information we hold about you. You have the right to see information held about you at any time. You also have the right to know:

- What information we hold
- Who we share information with
- How long we keep your information
- How we make sure your information is right or changed when needed
- You can complain to the Information Commissioner if you think we haven't looked after your information properly

We can give you a copy of the information we hold about you if you want it (according to the time frame we store your information in our data protection policy). To request this you should contact the data protection officer. She may ask to see an ID to make sure we don't give your information to the wrong person. We will normally get back to you within a month of you asking. If there is a lot of information, it could take between 1 to 3 months to get it sent to you

Changes

We may need to change or update this privacy notice at any time, and we will give you a new privacy notice when we make any big updates.

Questions?

Our Data Protection Officer Sandra Leathem is responsible for making sure we follow MBC privacy notice and data protection policy. If you have any questions about the information we hold about you contact her or speak with your youth leader. Sandra can be contacted by Email: admin@moirabaptist.org