

YMCA PLYMOUTH

YMCA PLYMOUTH – PRIVACY POLICY

This policy covers:

- the types of information we collect about you
- how we collect and use it
- who we might share it with
- the steps we'll take to make sure it stays private and secure
- the rights to your information

More information:

If you have any concerns regarding data that we hold or that you think we might hold then please let us know. We take storage of all data seriously. Please contact our Support Services Director – Vic Hibbert on 01752-761004

Who we are:

YMCA Plymouth is a Charity operating as a Limited Company. We are affiliated to YMCA England.

Our Head Office is based at Honicknowle Lane, Honicknowle, Plymouth PL5 3NG

YMCA Plymouth is the 'data controller' for the information in this overview. This means we are responsible for deciding how we use your information.

The information we collect:

The information we collect comes directly from you. This could be:

- When you donate on line or in person and complete a gift aid form
- Register online for a class
- Book into our gym
- Use our facility
- Take part in a sponsored event
- Book a holiday club place
- Register as a student at Discovery College

This list is not exhaustive.

YMCA Plymouth may receive personal information about you, such as your name, address, telephone number, email address, debit/credit card or direct debit details.

How we will use your information:

We will only collect your information to provide any products and services you have requested.

We will only use your information where we are allowed to by law. e.g. carrying out an agreement we have with you, fulfilling an obligation because we have a legitimate business interest or where you agree to it.

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Who we can share your information with:

We will not share your information with third parties unless you have given explicit consent to do so or it is essential to completing the transaction you have undertaken with us.

How long we will keep your information:

The length of time we will retain your data will vary according to what the interaction was with us. We will adhere to a data retention policy and timetable and ensure that all data no longer required is destroyed in a safe manner.

Your data will be stored safely.

Your rights:

You have a number of rights relating to your information. e.g. to see what we hold and to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint etc.

Please contact the Data Protection Lead as referred to above for more information