

## YMCA Fairthorne Group Staff Privacy Notice

### Who we are

YMCA Fairthorne Group (YMCA-FG) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

YMCA-FG registered office is at Fairthorne Manor, Curdrige, Southampton SO30 2GH. We are a company registered in England and Wales (company number 4336719), a registered charity (no.1090981) and registered with the Fundraising Regulator (ID: 053731). We are registered on the Information Commissioner's Office Register of Data Controllers under registration number Z6974063, and act as the data controller. Our designated Data Protection Officer for the organisation is the Director of Strategic Planning who can be contacted at the address above. .

### The information that we collect

YMCA-FG processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and will only process your information as specified in this notice.

The personal data that we collect may vary depending on the type of service we deliver or which you may have enquired about for you, your family or group. It may include:

- Personal details and contact information
- Equality and diversity data
- Payment, reward or benefit data
- Application and contractual information
- Other personal information related to your work history such as references and in the case of YMCA staff, qualifications, declarations of criminal offences, ID documents, visa information, DBS information, HMRC information.
- Special category data (e.g. health and medical information)
- Accidents, incidents, risk assessments, and safeguarding records
- Company information such as the emails sent to you, whether you have opened them and clicked on any links.
- Management information (e.g. shortlisting and interviewing data)

We collect information in the following ways:

- Telephone
- Online forms and/or CVs
- Paper forms
- Website
- Email
- From third parties where they are supporting a service you are using with your permission e.g. recruitment agency

## **Storage of your information**

Your data is stored securely within the European Economic Area and accessed via suitably robust and secure methods.

## **How we use your personal data (our legal basis for processing)**

YMCA FG takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you can withdraw consent at any time.

When we process your personal data, it will be for at least one of the following purposes or reasons:

- To manage the contract and associated legislation.
- To protect the vital interests of a data subject.
- For compliance with a legal obligation (e.g. HMRC reporting, Health and Safety legislation)
- For the purposes of legitimate interests.
- Additional purposes where we have gained your explicit consent.

## **Your rights**

Under new data protection legislation, as a consumer you have the following rights:

1. To be informed - about the collection and use of your personal data at the time we collect the data, the recipients to whom the personal data has/will be disclosed, why we process your data, how long we store it for, who has access to it and who we share it with.
2. To have access to any personal information that YMCAFG processes about you and confirmation that your data is being processed so you can verify the lawfulness of the processing.
3. To rectification - we will update inaccurate information that you tell us about either verbally or in writing.
4. To erasure - of your personal data in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.
5. To restrict processing - of your personal data. We may retain the data in accordance with data protection laws, but not use it.
6. To data portability - allowing you to obtain and reuse your personal data for your own purposes across different services.
7. To object - to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority, direct marketing and processing for purposes of scientific/historical research and statistics.
8. Not to be subject to automated decision-making profiling - where automated decisions are made without any human involvement.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure. To withdraw your consent, contact us via your normal communication channels with the relevant department or via [hr@ymca-fg.org](mailto:hr@ymca-fg.org).

### **Sharing and disclosing your personal information**

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. YMCA-FG uses a number of organisations to provide business functions and services. All processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures. Contact us if you require further information.

### **Safeguarding measures**

YMCA-FG takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

### **Consequences of not providing your data**

You are not obligated to provide your personal information to YMCA-FG, however, as this information is required for us to manage the contract, we may not be able to continue the relationship without it.

### **How long we keep your data**

YMCA-FG only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. Retention periods differ depending on the type of information. Please refer to our Data Protection Policy for further information.

### **Special categories data (if applicable)**

Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent. You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

### **Lodging a complaint**

YMCA-FG only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws.

If you are unsatisfied with how we have handled your information, or you wish to make a complaint, you have the right to lodge a complaint in the first instance with YMCA-FG:

YMCA Fairthorne Group  
Director of Strategic Planning  
Fairthorne Manor  
Curdrige  
SO30 2GH  
[feedback@ymca-fg.org](mailto:feedback@ymca-fg.org)  
01983 213705

If you feel we have not responded fairly to your complaint, you have the right to complain to the Information Commissioners Office (ICO) via <https://ico.org.uk/concerns/>