
Privacy Notice – People who use our services.

How we respect privacy when we deal with your personal information

This Privacy Notice applies to information YMCA Ripon collects about individuals who use our services. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to speak to a member of staff.

1. Personal data that we process

In order to provide you with support, it is necessary to record and keep certain information about you. This could include your name, date of birth, personal contact details, and national insurance number. We may also hold information regarding your health issues, treatment and medication, as well as information regarding your background such as address history, offending history, personal circumstances etc. We take great care of your personal information and would never discuss this with any other user of our service.

2. How we use your data

Access to your personal information is only available to YMCA Ripon staff, as required to fulfil the duties of the organisation. Data may be used for the purposes of statistics or monitoring purposes but any data collected in this way will not be identifiable to you.

3. When we share your data

Other than when required to do so by law, we will only share your information with third parties under our Information Sharing Agreement which you will have been asked to sign when accessing services. This Agreement explains the circumstances where we may need to share personal information about you with other professionals i.e. when it concerns your health or social care or to support you in your rehabilitation, resettlement or stated personal goals

We will never share personal information or discuss your personal circumstances with anyone else (such as friends or family members) if you have not provided named consent for us to do this. You can change your mind at any time about who we may share information with, by speaking to a member of staff.

4. How long we keep your data

We have internal policies in place to make sure that we only ever ask for the minimum amount of data for the purpose of providing you with support and that we delete that data within a reasonable timeframe. This means we will destroy your personal data within 5 years of your last contact with our service.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- You may withdraw your consent for YMCA Ripon to hold personal data about you, but please note that this may make it impossible for us to continue to deliver some services to you.
- Your data will automatically be destroyed by YMCA Ripon within 5 years of you ceasing to use our service, however you have the right to request this is done immediately when you cease to use the service.
- You have the right to ask for amendments/or removal of your information (subject to some personal information required as a minimum in order for YMCA Ripon to provide your support).
- You have the right of access to your information at any time by following the Subject Access Request procedure. Please see a member of staff if you would like to do this.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website.

6. Modifications

We may modify this Privacy Policy from time to time and will display the most current version on our noticeboards.

For details of how and when to contact the DPO please see the **Appendix 1** in the **Data Protection Policy**