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FOR CHILDREN
AND YOUNG
PEOPLE**

LAYC Data Privacy Policy

1. About this Policy

- This policy explains when and why LAYC collects, uses and stores securely personal data and your rights in relation to it. We may collect, use and store your personal data as described in this Data Privacy Policy and as described when we collect data from you.
- LAYC reserves the right to amend this Data Privacy Policy from time to time without prior notice.
- LAYC will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner's Office - <https://ico.org.uk>
- LAYC is the data controller of the personal data we hold about you.

2. Who we are

LAYC is a Scottish Charitable Incorporated Organisation SC009193 and can be contacted at LAYC, Dunford House, 7 Boroughloch, Edinburgh EH8 9NL. Tel: 0131 667 1828 email: enquiries@layc.org.uk

3. What information we collect and why

Data Subject	Type of Information We Hold	Purposes	Legal Basis for Processing
LAYC Bulletin Subscriber	Name, email address, organisation and the date of subscribing to our Bulletin	To maintain contact through our Bulletin, updating subscribers with news	Consent - given by subscribers
Member Database	Name, email address, organisation statistics, the date joined, postal address, twitter		news Consent - given by subscribers Member Database Name, email address, organisation



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	name, website details		statistics, the date joined, postal address, twitter name, website details Legitimate Interest -evidenced by process of joining LAYC.
Training Booking System	Name, email address, organization, emergency contact details, training courses	To allow individuals to book on to LAYC training courses	To allow individuals to book on to LAYC training courses and receive certificates once completed and evaluated.

4. How we protect your personal data

LAYC staff will ensure that all data held by LAYC is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with the data subject's rights;
- Secure

4.1 LAYC will not transfer your personal data to 3rd parties without your consent.

4.2 LAYC have implemented appropriate technical and organisational measures to protect your personal data.

4.3 For subscribers to the Bulletin LAYC use a recognised secure mailing list provider (MailChimp) to process your information online. More information about their data processing practices can be found at <https://mailchimp.com/en-gb/help/data-privacy/>



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4.4 For members of LAYC the information provided when joining is held securely by LAYC in order to give effect to all the advice, information, support and training services that the group would expect to access as a benefit of their membership.

4.5 LAYC will notify you promptly in the unfortunate event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 The information provided by a group joining LAYC is supplied via Youth Scotland's secure Microsoft Dynamics 365 Customer Records Management system . Youth Scotland retains this information for the purpose of making available the Youth Scotland services the group is eligible for as an LAYC member.

5.2 LAYC don't share your personal data with any other third parties, unless required to do so by law.

6. How long do we keep your information?

6.1 LAYC will hold your personal data for as long as you are a subscriber. We only maintain your information for as long as it is necessary to enable us to comply with any legal obligations we may have.

7. Your rights

7.1 You have rights under GDPR:

- (a) to access the personal data we hold about you;
- (b) to be provided with information about how your personal data is processed;
- (c) to have your personal data corrected;
- (d) to have your personal data erased in certain circumstances;
- (e) to object to or restrict how your personal data is processed;
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 Further Information



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If you have any further queries or complaints regarding data protection, LAYC, Dunford House, 7 Boroughloch, Edinburgh EH8 9NL or enquiries@layc.org.uk

If you wish to complain about how LAYC treats your personal data you can make a complaint to the Information Commissioner's Office - <https://ico.org.uk>

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