



Here for young people  
Here for communities  
Here for you

# N&S Privacy Notice

March 2026



## **Privacy Notice**

Here at the YMCA Newark and Sherwood Community and Activity Village we are committed to protecting everyone's personal information. This privacy policy explains what information we collect about you, how we use and process it, how you can tell us if you prefer to limit the use of that information, and procedures that we have in place to safeguard your privacy.

### **Our contact details**

Name: Data Protection Officer

Address: N&SCAV, Lord Hawke Way, Newark on Trent. NG24 4FH

E-mail:

### **Your data and how we use it.**

Personal data is information you share with us that relates to a live individual and can be used to identify them. This includes "special category data" which is information about your race, sexual orientation, religion and medical information. Processing refers to how we may collect, use, store, transfer and delete your data.

We currently collect and process the following information:

Personal identifiers, contacts and characteristics and special category data

On Children

- Name, Date of birth, Home address, Dietary requirements, Attendance information, Photographs, Emergency contact details, Records relating to individual Children e.g. care plans, common assessment frameworks, speech and language referral forms, Accidents and pre-existing injuries forms, Records of any reportable death, injury, disease or dangerous occurrence, Observation, planning and assessment records of Children, Information about a Child's health, including any medical condition, health and sickness records, Information about a Child's accident or incident reports including reports of pre-existing injuries, child protection referral forms / child protection case details / reports.

On Users:

- Name, Home address, Telephone numbers, personal email addresses, date of birth, National Insurance number, Bank account details.

We only process data for specific purposes and if it is in accordance with data protection law.

### **How we get your personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To safeguard your child (emergency contacts, food allergies, medical information)
- To pay for the service you are accessing
- To meet legal requirements and statutory duty including EYFS, employment law
- To support learning
- To assess the quality of our services
- To review incidents, accidents and near misses

We use the information that you have given us:

- To complete the early years census and childcare sufficiency assessments for Local Authorities who have a duty to report their data to central government departments.
- Keep you updated with events, offers and changes to our programmes
- Contact you in case of an emergency.
- To collect payment for services.
- Share with authorities in relation to crime or incidents?

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Where we need to perform the contract, we have entered with You.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests

| <b>Purpose</b>  | <b>Legal basis</b>   | <b>Justification</b>   |
|---|----------------------|--|
| Data from applications for users to access all programmes   | Contract             | To meet contractual requirements and safeguard all users   |
| Data from applications for scholarships   | Contract and consent | Data required to assess eligibility for scholarship programme  |
| Passing information through Local Authority portal to apply for government free funding entitlement | Contract and consent | To access the Nursery Education Funding so that places are paid  |
| Photographs   | Legal basis          | Photographs are used to support children in making choices and to show learning and development under the EYFS requirements. |
| Waiver  | Consent              | To allow parents and users to understand the risk of the activity they are attending.  |

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|--|---|--|
| Registers including names dates of births  | Contract                                  | To meet EYFS legal requirements and safeguard all users  |
| Data for bookings of parties and catering events   | Contract                                  | To comply with food standards and safeguard all customers.   |
| Monitor use of networks to protect the security of IT systems  |   |  |
| Onboarding matters including immigration information   | Legal obligation                          | Necessary to comply with YMCA legal duty but may require consent or be in the public interest                  |
| Information relating to disabilities to make reasonable adjustments to provide required support                | Legal obligation                          | Equality Act 2010  |
| Information in obtaining payment of fees   | Contract                                  | Contract necessity and YMCA legitimate interest in providing services.   |
| Operation of CCTV including body worn cameras  | Legitimate interest and legal obligation  | Legitimate interest in keeping property and people safe<br>Legal obligation to safeguard all users.            |
| Providing IT and other infrastructures including Salto   | Legitimate interests                      | Wifi and Bluetooth information ???<br>Legitimate interest of keeping the building secure and users safeguarded |
| Information to manage health and safety incidents and accidents including statutory reporting                  | Legal obligation                          | Compliance with Health and Safety at Work Act and EYFS   |
| Survey 's including Hive and Survey Monkey   | Legitimate interest                       | There is an option for this information to be anonymous.   |
| Sharing information with Lincoln Collage to provide further educational opportunities to staff                 | Contract                                  | Personal details to allow staff to undertake qualifications and learning.                                      |
| Visitors to the Village, are informed of why we need data and how long we keep it for on signing in.           | Legitimate interests and legal obligation | This data is collected to comply with the Health and Safety and ensure all users are safe within the building. |
| <b>Who we may get data from – 3<sup>rd</sup> Parties</b><br>Sometimes we receive your data from third parties. |   |  |
| Information relating to criminal convictions   |   | Disclosure and Barring Service and Zinc  |
| Medical, SEN information through your consent  |   | Local authority, schools, partners from NHS services   |

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|--|---|
| Details of performance                     | Referees you have identified                      |
| Safeguarding information                   | Local Authority Designated Officer (LADO) or MASH |
| Application for job information            | Hireful, LinkedIn and Indeed                      |
| Feedback on services, staff and facilities | Survey monkey                                     |

We will not share your information without your consent although we may share your information if:

- We have a safeguarding concern
- We are required by government bodies or law enforcement agencies
- We engage a supplier to process data on our behalf
- We have your prior permission

### **How long do we keep your data for?**

We will only retain your personal information for as long as legally necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Child protection records are kept until the child is 25 years, 7 years after they are legally able to leave education.

Accident records are kept for 3 years or until the child is 21 years old

Financial records are kept for 7 years, this includes any data held on Magic Bookings, Connect Childcare, Open Play?

We will then dispose your information by shredding or permanently deleting from our online systems.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right to be informed** – the YMCA will ensure you have sufficient information, so you are happy about how and why we are handling your data.

**Your right of access** - You have the right to ask the YMCA for copies of personal information we hold on you

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances. If we are unable to erase your personal data, we will explain why this request is not being actioned.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information if we use it for legitimate interest or in the performance of a task in the public interest. We endeavor to ensure that an opt-out option is included in all electronic marketing

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**Withdrawing Consent or making a complaint.**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting:

[dp@ymcarhg.org](mailto:dp@ymcarhg.org).