



Developing young people through
personal challenge

Privacy Notice

Version Control

Version	Author	Summary of Changes	Date
1.0	Dominic Taylor	Full Review into new format	21/09/23

Linked policies
Data Protection Policy

Contact Name	Role	Phone Number	Email
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Audit Control

Version	Policy Created	Policy Owner	Date of next review
1.0	21/09/2023	Dominic Taylor	21/09/2024

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Introduction

Youth Challenge Oxfordshire (YoCO). We are committed to safeguarding the privacy of the individuals associated with our charity. This policy outlines how we collect, use, share, and protect your personal information. By engaging with our services, you consent to the practices described in this policy.

Contact Information

If you have any questions or concerns regarding this Privacy Notice, or if at any time you wish to change how we communicate with you, or update the information that we hold, please contact our Data Protection Officer:

The Data Protection Officer
Youth Challenge Oxfordshire
Midland House
West Way
Oxford
OX2 0PH

Email: info@yoco.online

Phone: 07999 340597 (Mon-Fri 0900-1700)

Third-Party Services

We utilise the following third-party services for various aspects of our operations, including employee management, donations, volunteer management, newsletters, and events:

- Enthuse: (<https://enthuse.com/>)
- Mailchimp: (<https://mailchimp.com/>)
- Microsoft: (<https://www.microsoft.com/en-gb/>)
- Carecheck: (<https://www.carecheck.co.uk/>)
- Sumup: (<https://www.sumup.com/en-gb/lotus-homepage/>)

Please note that our privacy policy does not cover the practices of these third-party services. We encourage you to review their respective privacy policies when using their services.

Information We Collect

We collect the following types of personal information:

- Names
- Addresses
- Email addresses
- Phone numbers
- Financial information
- Medical details (YoCO Volunteer Leaders, YoCO young people only)
- Education establishments (YoCO young people only)
- Next of kin information (YoCO young people, Volunteer Leaders only)
- Driving licence details (Trustees, Employees, YoCO Volunteer Leaders)
- Passport details (Trustees, Employees, YoCO Volunteer Leaders, YoCO young people, unsuccessful volunteer candidates)
- Police checks (DBS) (Trustees, Employees, YoCO Volunteer Leaders, unsuccessful volunteer candidates)

- References (Employees, YoCO Volunteer Leaders, unsuccessful volunteer candidates)
- Insurance information (Trustees, Employees, YoCO Volunteer Leaders)
- Attendance information (YoCO Volunteer Leaders, YoCO young people, external speakers)
- Photographs and Videos (Trustees, Employees, YoCO Volunteer Leaders, YoCO young people)
- Accident Reports (Trustees, Employees, YoCO Volunteer Leaders, YoCO young people)

Purposes of Data Collection

We collect personal information in order to perform our key services, such as:

- Employee management
- Donations processing
- Volunteer management
- Young people management
- Sending newsletters
- Organising events

Legal Basis for Data Processing

We process personal data under the following legal bases:

- Consent: We obtain consent for specific processing activities.
- Performance of a Contract: We process data necessary for fulfilling contracts.
- Legitimate Interest: We process data based on legitimate interests pursued by YoCO.
- Legal Requirement: We process data to comply with legal obligations.

Data Sharing

We may share personal information with the following third parties:

- Enthuse
- Mailchimp
- Microsoft
- Carecheck
- Sumup

Before sharing data, we obtain consent and outline the reasons for data transfer. Before sharing data of young people and/or volunteers with any other third-party organisation, YoCO will seek consent.

We may transfer data to countries outside the UK, and we gain consent for such transfers.

International Transfers

We may transfer your personal data to countries outside the UK. By engaging with our services, you consent to such transfers.

Data Retention

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy.

Individual Rights

You have the right to:

- Know what data we hold on you
- Correct any inaccurate information
- Withdraw consent for specific processing
- Object to processing based on legitimate interests
- Erase data subject to our retention periods
- Obtain and use your own photographs or video images for your own purposes but not when this includes images of other individuals

Security Measures

We implement security measures, including multi-factor authentication, to protect personal information from unauthorised access.

Cookies and Tracking

We do not use cookies or tracking technologies on our website.

Children's Privacy

We do not knowingly collect personal information from children under the age of 13.

Updates to the Policy

We reserve the right to update this policy periodically. Individuals are advised to review the policy for any changes.

Data Protection Officer

Our Data Protection Officer is the Operations Manager. Contact details are provided in 'Contact Information'.

Complaints

To lodge complaints or address concerns, contact us via the details in 'Contact Information'.

Legal Requirements

We may share data with public organisations such as the police, social services and health professionals, to protect individuals as required by law.