



Privacy notice – Room hire customers

Individuals have a legal right to be informed about how our organisation uses any personal information that we hold about them. To comply with this, we provide a 'privacy notice' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who book rooms at one of our Centres.

We, Youth Works Northamptonshire, Keystone Centre, 97 Rockingham Road, Kettering, NN16 9HX, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Theresa Wright (see 'Contact us' below).

The personal data we hold

We hold some personal information about you in order to fulfil a contract with regards to room hire.

This information includes:

- Contact details
- CCTV images
- Photographs

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- Fulfil a contract we have entered into with you
- We have obtained consent to use it in a certain way
- 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. For example, the use of CCTV images to ensure your welfare and that of others.

Less commonly, we may also use personal data in situations where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We need to protect your interests (or someone else's interests)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed for collecting personal data overlap, and there may be several grounds which justify our use of this data.

Why we use this data

The purpose of processing this information is to fulfil a contract (or potential contract) with regards to hiring space at one of our Centres, this includes:

Purpose	Legal basis
Getting in touch with you when we need to, for example confirming your booking	Contract and Legitimate interests
Sending you an invoice	Contract and Legitimate interests
Complying with health and safety obligations, completion of accident book and RIDDOR reporting	Legal obligation and Legitimate interests
Ensuring yours and others welfare through CCTV monitoring	Legitimate interest
Promoting the charity on the website and social media pages	Consent

Collecting this information

We collect personal data when you submit your request to book a room. However, additional information may be collected until your contract has been fulfilled and payment has been received.

We may need to collect additional personal information that is not currently identified on the above list but before doing so we will provide you with a written notice setting out details of the purpose and the lawful basis of why we are collecting that data, its use, storage and your rights.

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We keep personal information about you until your contract has been fulfilled and payment has been received. We may keep it longer if this is necessary in order to comply with our legal obligations. Information is kept in accordance with our Retention of Personal Data policy.

The personal data we collect may be held as an electronic record on secure data systems or as a paper record in locked filing cabinets. The records are only seen by those who need

the personal data so they can do their job. The security of the data follows Youth Works Northamptonshire's Data protection policy.

Data sharing

We do not share personal information about you with anyone outside the charity without consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Our regulators e.g. the Charity Commission etc.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Police forces, courts, tribunals
- Professional bodies

In certain circumstances, this information may be shared even if you are no longer receiving a service.

Transferring data internationally

In the unlikely event that we need to transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

Unless subject to an exemption under the GDPR, you have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- **Withdraw your consent to the processing at any time, where consent was the lawful basis for processing the data**
- Claim compensation if the data protection rules are broken and this harms you in some way

If you wish to exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Theresa Wright, Business & Finance Manager,
twright@youthworksnorthamptonshire.org.uk or call 01536 518339

This notice is based on the [Department for Education's model privacy notice](#) amended to reflect the way we use data in this organisation.