



## **Privacy Notice Policy – Website / Electronic Mailing List**

### **Vision Statement:**

Door 84 Youth and Community Centre (“Door 84”) is a Registered Charity (Charity Number: 1203574) and operates from premises situated at 84 Lowther Street, The Groves, York, YO31 7LX (Telephone - 01904 623177; website - [www.door84.org.uk](http://www.door84.org.uk)).

Door 84 provides activities for children, young people, adults and (where circumstances permit) their Caregivers and families and also works with local community members and other users of its premises.

Door 84 facilitates and coordinates various activities including: open access youth and community sessions, community events, open days, residentials, day trips, which may include remote supervision, specific project work, mentoring, one to one support working and engagement with other building users.

### **The following definitions shall apply:**

- “The Building” means 84 Lowther Street, The Groves, York, YO31 7LX.
- “Building Users” means other users of the Building.
- “Participants” means children, young people, adults and any other user of the building or of the services offered by Door 84.
- “Worker” means anyone working on behalf of Door 84 including (but not by way of limitation) Senior Managers, Trustee of Door 84, paid staff (whether full time, part time or ad-hoc), volunteers, sessional workers, project workers, agency staff and students.

This Privacy Notice informs you what to expect when we collect, use, retain and disclose your personal information when accessing [www.door84.org.uk](http://www.door84.org.uk). It is important to us that you feel safe sharing your information with us. We take care to meet our legal duties and put in place all reasonable technical and procedural controls to protect your personal information for as long as we hold it, in whatever format we hold it in. Data is processed in line with the General Data Protection Regulation 2018. If you're unsure about what will happen to your personal information, please ask us.

### **How we use your data**

Your privacy is protected by law which says that we can use your personal information only if we have a proper reason to do so. The reasons why we may process your information are:

- When we have a legitimate interest
- When you consent to it

Below is a list of the ways that we may use your personal information and the legal basis we rely on to do so.

<b>Purpose of Processing Data</b>	<b>Personal Information used</b>	<b>Legal basis for processing</b>	<b>Security of Information?</b>	<b>Who receives your information?</b>
<ul style="list-style-type: none"> <li>● To enable us to correspond with you and enable us to answer your enquiries.</li> <li>● To address you personally in our communications with you.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact information</li> </ul>	<ul style="list-style-type: none"> <li>● Consent</li> <li>● Legitimate Interest</li> </ul>	Email System that is password protected.	Management Team  Administration Team
To send you marketing information we think you might find useful or that you have requested from us, including our newsletters, updates, information about our projects, events, fundraising		Consent If you have given us explicit consent and opted into our mailing list. We may email you with our most recent Newsletter or to	Email System that is password protected.	Management Team  Administration Team

opportunities, and partner promotions.		update you with details of events and activities associated with Door 84 and our Partners.		
--	--	--	--	--

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.

**What Types of Personal Information do we handle?**

Personal information: Name, Email Address

**Where we collect personal information from**

We collect personal information from the following sources:

- Information you give Door 84 by completing the contact form on our website.
- When you opt into our mailing list.

**How long will your information be held?**

Please see our *Retention of Documents* Policy for details of retention periods for specific documents. You can access this policy on our website or receive a physical copy by asking a member of staff.

**Google Analytics and Cookies**

The following cookies are used on our website for Google Analytics, utma utmb utmc utmz.

We may use these cookies to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. Click on the following link for an overview of privacy at Google

[https://support.google.com/analytics/answer/7105316?hl=en&ref\\_topic=291963](https://support.google.com/analytics/answer/7105316?hl=en&ref_topic=291963)

## **Third party Links**

Our website may include links to third party websites such as Paypal, Facebook or Twitter. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **What are your rights?**

You can exercise any of the following rights by writing to us at:

**Postal Address:** Door 84 Youth Space, 84 Lowther Street, The Groves, York, YO31 7LX

**Email:** info@door84org.uk

Your rights in relation to your personal information are:

**To be informed:** we must provide fair processing information typically through our privacy notice.

**Access:** you can ask for a copy of the information we hold about you. Door 84 is required to respond within 40 days of receiving the request.

**Correction:** we will use all reasonable endeavours to ensure the accuracy of your personal information. It is your responsibility to ensure that you submit true, accurate and complete information to us. You can have any inaccuracies in your information corrected.

**Deletion:** individuals have the right to have personal data erased. This is also known as 'the right to be forgotten'. This right is not absolute and only applies in certain circumstances.

**Objection/marketing:** you can object to us processing your data in certain circumstances (for example, profiling). If you no longer wish to receive communications from Door 84, you can let us know by contacting us at the above details.

**Restriction:** you can ask us to pause processing your information in certain circumstances (for example, if you are disputing its accuracy).

**Data Portability:** you can ask us to transfer your information electronically to another organisation in certain circumstances.

**Automated decision making/profiling:** you can ask for access to information about the reasoning behind any decisions taken by automated means. You have the right to ask us to reconsider a decision taken by automated means.

**Withdrawal of consent:** you can withdraw your consent at any time, where consent was the lawful basis for processing the data.

For more information about your rights in relation to GDPR please visit the ICO website using the following link:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **How to raise a concern or make a complaint**

If you are concerned or unhappy with the way in which your personal data has been processed, you may in the first instance contact Door 84 using the following details.

**Postal Address:** Door 84 Youth Space, 84 Lowther Street, The Groves, York, Y031 7LX,

**Email:** [info@door84org.uk](mailto:info@door84org.uk)

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

**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

Please Note that we have additional Privacy Notices that apply to the following groups. These can be found in the following sections of our website:

- Children, Young People and Parents/Carers Privacy Notice – Youth tab, Policies and Procedures
- Community Sparks Privacy Notice – Youth tab, Policies and Procedures
- Volunteer Privacy Notice – Youth tab, Policies and Procedures

Door 84 strives for continuous improvement in our services, processes and protecting data. We will therefore update this privacy notice from time to time. It will always be on our website for you to view.

**We are committed to reviewing our policy and good practice annually and will amend more frequently should legislation or reflective practice highlight the need for amendments.**