



FUN CLUB HUB Privacy Policy

Effective Date: 01/01/2025

Fun Club Hub is committed to safeguarding the privacy of our young members and their families. This Privacy Policy explains how we collect, use, store, and protect personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

1. Who We Are

Fun Club Hub is a community youth organisation providing safe, inclusive, and supportive activities for children and young people aged 9-15.

We are the **Data Controller**, which means we are responsible for how your personal data is used.

2. What Information We Collect

We collect and process the following personal data:

- **Basic Details:** Name, date of birth, gender
- **Contact Information:** Address, phone number, email
- **Emergency Contact Details:** Names and phone numbers of parents/guardians
- **Health Information:** Allergies, medical needs, special educational needs (only when necessary for health & safety)
- **Participation Records:** Activity sign-ups, attendance logs
- **Images/Media:** Photos or videos (only with clear consent)

We only collect data that is relevant, adequate, and limited to what is necessary.

3. Lawful Basis for Processing

Under UK GDPR, we rely on the following lawful bases:

- **Consent** – for optional activities like photography
- **Legal Obligation** – to comply with safeguarding, health & safety, or funding requirements
- **Vital Interests** – in emergency medical situations
- **Legitimate Interests** – to run our programmes efficiently and safely



4. How We Use Your Information

We use personal data to:

- Register and manage membership
- Communicate with parents/carers
- Plan and run youth activities
- Ensure participants' health, safety, and welfare
- Keep safeguarding records (where required)
- Apply for funding or grants (using anonymous or aggregated data)

We will never use personal data for marketing without explicit consent.

5. Who We Share Information With

We will never sell your data. We may share information:

- With staff and volunteers (only when necessary)
 - With health professionals or emergency services (in urgent situations)
 - With local authorities or funders (where legally required or to demonstrate outcomes)
 - With IT service providers for secure data storage (UK-based, GDPR-compliant)
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6. Storing Your Data

We keep personal data securely:

- Digital data is stored on encrypted devices or secure cloud systems
- Paper records are locked away when not in use

We retain personal data **only as long as necessary**, typically up to **6 years** after a young person leaves the club, unless a longer period is required for safeguarding or legal reasons.



7. Your Rights

Under the UK GDPR, you (or your parent/guardian) have the right to:

- Access your personal data
- Correct any inaccuracies
- Withdraw consent (where applicable)
- Request erasure (unless legally exempt)
- Restrict or object to processing
- Lodge a complaint with the **Information Commissioner's Office (ICO)**

To exercise your rights, contact us at: [insert contact email].

More info: <https://ico.org.uk/for-the-public/>

8. Photography & Media

We will only take or share images/videos of members with **signed consent** from a parent or guardian. These may be used for:

- Club promotion (posters, website, newsletter)
- Social media (with clear, prior permission)

Consent can be withdrawn at any time.

9. Contact Details

For any queries about this Privacy Policy or how we handle data, contact:

FUN CLUB HUB

Data Protection Lead: Kerry / Liz

Email: funclubyp@gmail.com

Phone: Kerry (07932 508 122) or Liz (07814 318 568)
