

Hitchin Youth Trust – PRIVACY STATEMENT

Charity Registration Number: 302398

Company Number: 00399872

February 2025

Privacy and Data Protection Statement

Hitchin Youth Trust (HYT) is committed to protecting an individual's privacy. This statement explains how we collect and use the personal information that individuals provide to us.

Individuals provide us with personal information. These individuals include Grant Applicants, Key Holders, Trustees and Employees. By providing us with personal information we will assume the individual is agreeing to their information being used and disclosed in the ways described in this policy.

Who we are?

Hitchin Youth Trust is a registered as a charity in England and Wales (registered charity number 302398) and we are also registered as a company limited by guarantee (company number 00399872).

Our aim is to support activities for young people up to the age of 26 who have lived in the geographical area of the trust for at least 12 months. We do this by providing financial support to both individuals and Youth Organisations and we can also provide a place to meet free of charge at our premises in Hitchin. Grant Aid is also available for training courses for Leaders of Youth Organisations. We currently have 1 employee who works part time in an office at our premises and we have up to 20 Trustees who run the Trust.

Data Protection Act

In carrying out the work of the Trust we process and store personal information relating to individuals and we are therefore required to adhere to the requirements of the General Data Protection Regulation 2018. We take our responsibilities under this act very seriously and we ensure the personal information we obtain is held, used, transferred and otherwise processed in accordance with this Regulation and all other applicable data protection laws and regulations including, but not limited to, the Privacy and Electronic Communication Regulations.

What personal information do we collect?

Personal information is information that can be used to identify individuals and their children. It can include name, date of birth, email address, postal address, telephone number, mobile telephone number, employment details including salary and benefit information. We collect personal information about individuals when they apply for a grant or to use our premises. We also collect personal information from Trustees and Employee(s). Applications for grants can also include 'sensitive personal information' as this can be supportive to an application to give a clearer picture of the situation.

Copies of application forms are sent electronically by password protected document files to Trustees prior to our monthly meetings in order for them to assess the information and give it fair consideration when making decisions on awarding the grants.

All Trustees have signed a 'Confidentiality Agreement' and are aware of their responsibilities when handling personal data. After every meeting the copies of the applications are destroyed/deleted and only the originals and minutes kept in a locked office and/or recorded on our computer. Our computer is backed up with our IT Company and all systems used are compliant with the Data Protection Act 2018 (DPA 2018). Access to the computer is via a log on and password. This is only available to Hitchin Youth Trust office staff and Trustees.

Why do we collect and how do we use information?

We collect individual's personal information for a number of reasons, such as:

- to help make fair and informed decisions when awarding grants
- to provide information to our auditors of the money we spend on charitable purposes
- to enable individuals to become Trustees with relevant checks to make sure of suitability
- to enable us to fulfil our employers responsibilities

We will not use this information for marketing purposes.

Information sharing and disclosure

We will not sell or swap information with any third party.

We may share individual's information with other local charities if we believe that they can better meet their needs. This information may also be shared with our IT Contractor. These are trusted partner organisations that work with us in connection with our charitable purposes. All our trusted partners are required to comply with data protection laws and our high standards and are only allowed to process this information in strict compliance with our instructions. We will always make sure appropriate controls are in place and we regularly monitor all our partners to ensure their compliance.

We may disclose an individual's personal information to third parties only if we are required to do so through a legal obligation (for example to the police or a government body); to enable us to enforce or apply our terms and conditions or rights under an agreement; or to protect us, for example, in the case of suspected fraud or defamation.

We do not share individual's information for any other purposes.

Storing of information

All of the information we store and process stays within the UK and is therefore covered by the Data Protection Act 2018 (DPA 2018).

We will keep individual's information for as long as required to enable us to operate our services but we will not keep this information for any longer than is necessary. We will take into consideration our legal obligations and tax and accounting rules when determining how long we should retain information. When we no longer need to retain information we will ensure it is securely disposed of, at the appropriate time. The length of time we store different types of personal data is detailed in Appendix 1 of this document.

Individual's rights

Individuals have the right to:

- request a copy of the information we hold about them;
- ask us to remove their personal information from our records;
- raise a concern or complaint about the way in which their information is being used.


If an individual has any questions or queries about this Privacy and Data Protection Statement, please contact our Honorary Secretary at our address:-

Hitchin Youth Trust
111 Walsworth Road
Hitchin
Herts
SG4 9SP

If an individual believes that the organisation has not complied with their data protection rights, they can complain to the Information Commissioner.

Review Date of the Statement:

Policy reviewed by:



(Signature)
RETEN VERDUYN

(Print Name)
CHAIR

(Position)
26/2/25

(Date)



(Signature)
SAM HANKIN

(Print Name)
TRUSTEE

(Position)
26/2/2025

(Date)