

Privacy Notice (How we use your information)

Youth Offending Team Volunteers

The Youth Offending Team has volunteers within the Youth Offending Team who assist the Service in providing good quality provision to the young people, parents and carers who are involved with them.

The categories of information that we collect, process, hold and share include:

- Personal information:
Name, date of birth, telephone number, email address, date of birth, photograph (for ID cards)
- Characteristics:
Gender, ethnicity and disability

Why we collect and hold this information

We use this personal data in order to:

- Provide you with the necessary tools to become a volunteer in the Youth Offending Team.
- Provide you with the support you need to deliver safe, effective sessions
- Enable us to contact you if there are changes to organised sessions and panels.
- Assess the quality of our services;
- Evaluate and improve our performance;
- Provide statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

Under Article 6 GDPR, the legal basis to collect this information is with consent which is agreed when enrolling as a volunteer.

The condition that we gather special category data is through you giving us explicit consent as per Article 9 (2) of the GDPR.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. Your information is stored securely on database and document management systems with stringent access and use policies. We also undertake quality checks and monitoring to ensure the information we hold is accurate at the time and being used appropriately.

Information held will be destroyed following a period of 6 months of the volunteer being inactive.

Who we share this information with

We do not share any of the information we hold about you

Why we share this information

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

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy.

If you would like further information about this privacy notice, please contact: Christine Bennett, Practice Improvement Lead, at GDPRChildrensServices@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.