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| POLICY TITLE: GDPR Policy |  |
| Date of Issue: May 2023 | Date of Review: May 2026 |
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**Aims**

Young Star aims to ensure that all personal data collected about the young people and adults involved in the programme, parents, volunteers, and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format.

**Information I collect about you and how I use it**

Upon coming involved with Young Star, basic personal information will be collected for contact and identification reasons. Information that relates to your physical health and mental health will be gathered to ensure Young Star can appropriately assess needs, risks and safety for the various activities you will be involved in.

**Your rights**

You have rights relating to the information Young Star hold to verify the accuracy or to ask for them to be supplemented, deleted, updated or corrected. You have the right to request a copy of the information that Young Star hold about you. If you would like a copy of some or all of your personal information, please email or write to Young Star via the contact details above. Information will be provided to you within 30 days. I want to make sure that your information is accurate and up to date. You may ask me to correct or remove information you think is inaccurate. You have a right to request the transfer of your data to another individual or company.

**How long we keep your information for - data retention**

Your information is kept for the time necessary to provide the services Young Star offers and the service agreed upon, however outside of this Young Star will hold your details for a period of 7 years following the end of service involvement to comply with legal obligations that are placed upon Young Star by my insurers. In the case of a child under 13 then records will be kept 7 years after they reach the age of majority (18). After this date, all data will be securely deleted.

**Sharing of data**

There may be times where your information needs to be shared with 3rd parties. Young Star will explicitly ask your consent before doing so, and the data will be sent to 3rd parties securely. With regards to safeguarding there may be certain situations where a judgement is made that it is not safe to gain consent prior to sharing information, in these circumstances the law permits me to do so.

**Security of your data**

Electronic information kept on individuals will be password protected where possible. All will be kept securely and confidentially in line with the data retention policy as stated above.

**Lawful basis for processing your information**

The lawful basis for Young Star holding and using your information is in relation to your involvement in the activity of the Young Start mentoring programme.