

**GDPR Documentation** – No attributable data collected by Sedbury Space is passed onto a third party (*see proviso for Exercise Class in partnership with FODDC below*)

Categories of individuals	Categories of Personal data	Lawful basis	Purpose of processing data	Retention	Storage of data
<b>Friends of Sedbury Space</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details – address, tel no. e-mail,</li> <li>• Eligibility for gift aid</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To inform of news, events, activities and opportunities for volunteering and participation at Sedbury Space.</li> <li>• To invite annual renewal of membership</li> </ul>	For term of membership and kept for upto 3 yrs after last subscription	Hard copy of forms kept in locked filing cabinet in SSp; details kept on password protected PC by Centre Manager; electronic list of gift aid eligibility kept by Treasurer.
<b>Homework Club</b>	<ul style="list-style-type: none"> <li>• Name, DoB, school</li> <li>• Contact details of parents – address, tel. no &amp; e-mail</li> <li>• Emergency contact details</li> <li>• Register of attendance</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To keep parents informed of news and changes to Homework Club;</li> <li>• To inform parents of other applicable activities for their children and families;</li> <li>• record for emergency and safeguarding procedures</li> </ul>	Info from membership forms kept until children leave Y8 (upper age of club); review in Y3 & Y6  Attendance register kept for 5 yrs	Hard copy of forms and attendance register kept in file in locked cupboard in kitchen.
	<ul style="list-style-type: none"> <li>• special category data - Educational needs, health and allergies,</li> <li>• permission to walk home alone</li> <li>• permission for photographs</li> </ul>	consent	<p>To ensure due care according to need and safeguarding procedures.</p> <p>For monitoring purposes:</p> <ul style="list-style-type: none"> <li>• in fulfilling equal opportunities policy</li> <li>• reporting to funders</li> </ul>		
<b>Memory Cafe</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details – address, tel no, e-mail (if applicable)</li> <li>• Emergency contact</li> <li>• Attendance register</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To keep informed of news, events and changes to plans of Memory Café;</li> <li>• To inform of news, events, activities at Sedbury Space;</li> <li>• To follow up on absence after 2-3 sessions</li> </ul>	Name & contact details kept for upto 3 yrs after last attendance.  Attendance register kept for 5 yrs	Hard copy of list of contact details and attendance register kept in locked cupboard in kitchen;  Names and contact numbers kept securely by designated volunteer.

<b>Volunteers</b> incl Trustees, Management Committee	<ul style="list-style-type: none"> <li>• Name;</li> <li>• Contact details– address, tel no. e-mail,</li> <li>• spheres of interest and expertise</li> <li>• training &amp; qualifications</li> <li>• Register of attendance at most activities and events</li> <li>• DBS registered no. where applicable</li> <li>• Record of training</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To inform of news, events, activities at Sedbury Space.</li> <li>• To inform of appropriate opportunities for volunteering.</li> <li>• Monitoring purposes - reporting to funders</li> <li>• record for emergency and safeguarding procedures</li> <li>• information for health and safety</li> </ul>	Upto 5 years after active participation in volunteering. Attendance Registers kept for 5 yrs	Hard copy of forms kept in locked filing cabinet at SSp.  Collated details kept on password protected PC by Centre Manager  Data Monitoring Sheets and Attendance registers kept in file in designated drawer.
	<ul style="list-style-type: none"> <li>• special category data – ethnic origin, disabilities</li> </ul>	consent	<p>For monitoring purposes</p> <ul style="list-style-type: none"> <li>• in fulfilling equal opportunities policy</li> <li>• reporting to funders</li> </ul>		
<b>Exercise Class</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details – address, tel no, e-mail (if applicable)</li> <li>• Attendance register</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To inform of news, events, activities at Sedbury Space;</li> <li>• To keep informed of news and changes to plans of Exercise Class;</li> <li>• To follow up on absence after 2-3 sessions;</li> <li>• record for emergency and safeguarding procedures.</li> </ul>	Name & contact details kept for upto 3 yrs after last attendance.  Attendance register kept for 5 yrs	Hard copy of list of contact details and attendance register kept by lead volunteer.  Names and contact numbers kept by centre manager on password protected PC.  Health info kept by Instructor;
	<i>NB Special category data, specifically health, collected by Instructor and kept by FODDC</i>	Consent	<ul style="list-style-type: none"> <li>• To ensure due care according to need and safeguarding procedures.</li> </ul>		
<b>Hirers &amp; Partner Organisations</b>	<ul style="list-style-type: none"> <li>• Lead contact for Organisation</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To inform of news, events, activities and other opportunities at Sedbury Space;</li> <li>• To communicate about a specific hirings re invoicing and access etc;</li> </ul>	Details to be kept for duration of Sedbury Space or organisations' existence	On password protected PC by Centre Manager and/or other members of management committee.

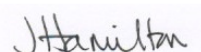
<b>Sedbury Space generic regular activities</b>  e.g. craft café, reading group,	<ul style="list-style-type: none"> <li>• Name,</li> <li>• contact details: tel. number, e-mail</li> <li>• Attendance register</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To inform of news, events, activities at Sedbury Space;</li> <li>• To keep informed of news and changes to plans of activity;</li> <li>• To follow up on absence after 2-3 sessions;</li> <li>• As a record for emergency and safeguarding procedures.</li> </ul>	Name & contact details kept for upto 3 yrs after last attendance.  Attendance register kept for 5 yrs	Current register and contact details kept by lead volunteer securely, either hard copy or electronically; Past registers kept in locked filing cabinet.
	<i>NB Special category data may be required for a particular activity.</i>	Consent	<ul style="list-style-type: none"> <li>• To ensure due care according to need and safeguarding procedures.</li> </ul>		
<b>GAFF Youth Club /Youth Café (currently not in operation)</b>	<ul style="list-style-type: none"> <li>• Name, age, school</li> <li>• Contact details of parents – address, tel. no &amp; e-mail</li> <li>• Emergency contact details</li> <li>• Register of attendance</li> </ul>	Legitimate interest	<ul style="list-style-type: none"> <li>• To keep parents informed of news and changes to Youth activities;</li> <li>• To inform parents of other applicable activities;</li> <li>• record for emergency and safeguarding procedures.</li> </ul>	Info from membership forms kept until children are 18, review in Y7, Y10 and Y12.  Attendance register kept for 5 yrs.	Hard copy of forms and attendance registers kept in locked filing cabinet.
	<ul style="list-style-type: none"> <li>• special category data – disabilities, health and allergies,</li> <li>• permission by parents to walk home alone (upto 13)</li> <li>• permission for photographs (by parents upto age 13)</li> </ul>	consent	<p>To ensure due care according to need and safeguarding procedures.</p> <p>For monitoring purposes:</p> <ul style="list-style-type: none"> <li>• in fulfilling equal opportunities policy</li> <li>• reporting to funders.</li> </ul>		

**Addendum – June 2021**

Names and contact details being kept for COVID Test and Trace for 3 weeks in a file in the server for ease of access.

This document has been approved by the Trustees and will be reviewed on an annual basis.

Signed:



(Chair of Sedbury Space)

Last review: 21.06.2021

Review date:

March 2022