



Thame Youth Café

Privacy Policy



How we use your personal details

Thame Youth Projects Group (reg. charity 1164910) oversees the running of Thame Youth Café. This Privacy Policy extends to all work carried out under the names of Thame Youth Projects Group and Thame Youth Café, and as such we want to be completely transparent about why we need the personal details we request when you support us and how we will use them.

When we will get in touch

We send out letters and email newsletters about news, activities at Thame Youth Café, and some fundraising initiatives. You can specify what information you wish to receive, and whether you would like this via email or via post.

We will not share your data

Please be assured that we will not, under any circumstances, share your data with anyone for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

We may need to share limited information when we process your donations and other responses. However, we will not use your data for any purpose other than this and will take care to ensure that we keep your data secure.

We will on occasion use demographic data, such as numbers attended, gender or ethnic backgrounds when applying for funding but no personal data of any young person will be shared.

Changing your communication choices

If at any time you wish to change how we communicate with you, or update the information we hold, please do get in touch with our Data Protection Officer – Illya Teideman via our website:

<https://thameyouthcafe.org.uk/>

You can opt out of our MailChimp emails by clicking on the unsubscribe link at the bottom of our messages. We will still hold onto consent forms and registration details (you can read more about those below).

What details we ask for and why

We ask for the minimum information from you in order to obtain relevant and appropriate consent for your child to attend our activities and enable us to contact you in case of any emergency and be aware of any medical or dietary requirements that may impact our activities. We also ask about any additional needs as we want to ensure our activities are as accessible as possible.

We also ask for the minimum information from you to allow us to send you relevant communications.

We need to ask if you are aged under 16 as, under anyone aged under 16 cannot legally give consent for Marketing.

Under 16 ?

If you are aged 16 or under, you will need to get the permission of your parent or guardian before registering to receive email newsletters or other materials from us.

We do not knowingly collect or solicit information from anyone under 16 or knowingly allow such persons to provide us with their personal information without parent or guardian consent.

In the event that we learn that we have collected personal information from anybody aged 16 or under and do not have the consent of a parent or guardian, we will delete that information as quickly as possible.

Please contact us if you have any concerns.

Registers

We keep registers of attendance at our events. These registers will be kept for one academic year. After that time, we will retain numbers of attendance but will remove and destroy any names or details of attendance.

Consent Forms

We ask every young person who attends to fill in and return a consent form. These forms are kept securely, and any digitised data is stored in an encrypted file. The information from these forms is used for health and safety purposes, having emergency contact details and also for our letter / MailChimp distribution. Your consent is taken from those forms and you can change it any time.

All consent forms will be held whilst a child is able to attend our events. When a child is too old to attend we will destroy the forms and remove you from our distribution lists.

Cookies

When visiting our website, the only information that is tracked via cookies is standard Google Analytics, which will use a cookie, but doesn't store any personally identifiable information about the individual visiting the website.

Volunteers

The information we hold on volunteers is submitted to us by them when they join. All information is held securely and if digitised, in an encrypted file. When you cease to volunteer for us we will destroy and remove any information we hold.