

DWAYNAMICS (DSF) Privacy Notice

In Compliance with the General Data Protection Regulation (GDPR)

Our contact details

Dwayne Simpson Foundation
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Who are we?

Dwayne Simpson Foundation (DSF) is a 'not for profit' voluntary organisation and registered CIC who, by working in partnership with Local Police and other agencies provide an extensive programme of activities that benefit several hundred-inner city young people.

The three projects that come under the umbrella of Dwayne Simpson Foundation are:

Dwaynamics ABC

Lambeth Boxing Awards, a non-contact boxing club

Dwaynamics Summer Camp

We collect and process data of our service users (participants) and staff, volunteers and Trustees to ensure that due diligence is achieved and mechanisms in place to keep people safe.

What type of information we have?

We currently collect and process the following information:

Service Users

Enrolment details. Names, ages, gender, addresses, contact details, photographs and any some medical information of those participating in the Lambeth & Wandsworth Summer Camps and the Lambeth Boxing Awards. Also, names, addresses, contact details, consent forms and some bank details of the parents / guardians of the above participants.

Staff, Volunteers and Trustees.

Personal details and evidence of DBS for those attending or connected with our projects.

Charitable Organisations and Corporate Sector Donors.

Company or Charity names and contact details.

How we get the information and why we have it

The personal information we ask from you is processed for the purposes of ensuring that we risk assess and safeguard each service user in readiness and during our sessions. We know that we may need to tailor our sessions to meet the needs of our service users.

We also process data for the purposes of:

- Getting in touch with emergency contacts if required.
- Carrying out surveys to improve a better user experience
- Internal research, funding and development purposes
- Legal obligations
- Meeting internal audit requirements

Legal basis for processing your personal data

The list below sets out the legal grounds as laid down within GDPR for processing your personal data.

- Consent
- Contract
- Legitimate interests
- Vital interests
- Public task
- Legal obligation

When we share personal data

We treat personal data confidentially, however, it is our duty to share with other external professionals (i.e. Social services, police etc.) should a safeguarding concern arise. We also will share data in the event of a medical concern e.g. should a serious accident/incident happen.

How we store your information

The completed paper copies of enrolment forms for the Summer Camps are kept in locked storage facilities at police stations in Lambeth and Wandsworth. The electronic information is securely stored on the PYE administration system.

We keep records of names, addresses and contact details which are securely destroyed when any information is no longer required which is between 12 and 18 months. Electronically kept enrolment information is saved for no longer than necessary and deleted annually.

Personal data is restricted and only authorised members of staff have access to full personal data.

Your data protection rights

Under GDPR, your rights include:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at lsptlspt1@gmail.com if you wish to make a request.

How to contact us

If you have any questions about our privacy notice, please contact us:

Administrator. Lorraine Jones tel: 07525535959 or email: dwaynamics@gmail.com

How to complain

Complaints should be preferably be made via our website www.dsfcic.co.uk for recording purposes but can also be made vis the DSF Administrator tel: 07525535959. This will be passed to the DSF Data Protection Officer.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113