



# YOUNG GAMBLERS EDUCATION TRUST (YGAM)

## Data Protection Statement





# Young Gamblers Education Trust: Data Protection Statement

## General information

Young Gamblers Education Trust (known as YGAM) are required to collect, maintain and use, certain personal data to enable our organisation to operate effectively and realise our charitable objectives and legal requirements. This information includes:

- Previous and current teachers or practitioners we work are working with or trying to engage.
- Funders, donors and other supporters.
- Staff; including employees, volunteers (inc. Board members), temporary and casual workers.

YGAM recognise the importance of the correct and lawful treatment of personal data in maintaining the confidence of the colleagues and staff we are supporting. We therefore need to ensure that our staff, and any others that might handle such data for YGAM, treat personal information lawfully and correctly.

Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998. We fully endorse and adhere to the eight principles of Data Protection as set out in the Act. These principles state that personal data must be:

- Fairly and lawfully processed.
- Processed for specified and lawful purposes and not in any other way which would be incompatible with those purposes.

- Adequate, relevant and not excessive.
- Accurate and kept up to date.
- Not kept for longer than is necessary.
- Processed in line with the data subject's rights.
- Kept secure.
- Not transferred to a country which does not have adequate data protection laws.

Our purpose for holding personal data and a general description of the categories of people and organisations to which we may disclose it are listed in the Data Protection register. YGAM are registered with the Information Commissioners Office (ICO) and a copy our certificate is on page 4 (Appendix A). Registration with the ICO is maintained by the Chief Executive and is renewed each June. In order to meet the requirements of the principles, YGAM will:

- Observe fully the conditions regarding the fair collection and use of personal data.
- Meet our obligations to specify the purposes for which personal data is used.
- Collect and process appropriate personal data only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of personal data used.
- Ensure that personal information is held for no longer than is necessary.

- Ensure that the rights of individuals about whom the personal data is held, can be fully exercised under the Act.
- Take the appropriate technical and organisational security measures to safeguard personal data.
- Ensure that personal data is not transferred abroad without suitable safeguards.

When YGAM collects personal data, we will say what we intend to use it for. Where we collect any sensitive data, we will take appropriate steps to ensure that we have consent to hold, use and retain the information. It is unlikely that YGAM collects sensitive data in our normal route of work.

Sensitive data may include personal data about an individual's racial or ethnic origin, religious beliefs, physical or mental health, sexual orientation, details relating to any criminal history, educational or employment status. We will not disclose such information to any third party unless we believe it is lawful to do so.

With regard to our donors and supporters we will adopt a responsible marketing policy and do not pass on details, or details of related individuals, to any other company or charity outside of YGAM.

To help us to comply with the principles, YGAM have appointed an individual with specific data protection responsibilities. This individual is the Chief Executive who acts as the Data Protection Officer for the organisation (as defined by the Information Commissioners Office).

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## Policy Statement – Disclosure & Barring Service

As an organisation using the Disclosure & Barring Service (DBS) disclosure service to help assess the suitability of applicants for positions or employment, YGAM complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. YGAM complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and this policy is available to those who wish to see it on request.

In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. For the avoidance of doubt within YGAM such persons are the Chairman, Board of Trustees and Chief Executive only. Matters arising from disclosures (such as convictions) are discussed between the Chairman

& Chief Executive. If disclosure matters refer to the Chief Executive, then these are discussed with between the Chairman and Board of Trustees. If there are disclosure matters that refer to the Chairman, these are discussed between the Chief Executive and our Governance Partner, Peridot Partners Ltd.

YGAM will aim not to store any disclosure information and will work with a third party to facilitate DBS disclosure checks on our behalf. However, in the unlikely event that we are in possession of such material, we will aim to keep it securely with access strictly controlled and limited to those who are entitled to see it as part of their duties (i.e. Chairman or Chief Executive only).

## Policy Statement – Storage and access

YGAM will create a secure cloud for the storage of all HR & confidential data / information. This cloud is provided by Google Drive (Business Account with additional security) which the Board of Trustees have deemed is suitable as we

are a small start-up organisation. This cloud (and therefore contents of data) can be accessed by persons authorised jointly by both the Chairman and Chief executive.

The YGAM Cloud is maintained by the Chief Executive (or admin officer should YGAM have the funds to appoint one in the future). YGAM are committed to an office in London as funds become available, making the storage of information centrally.

The YGAM Board of Trustees reserve the right to publish certain documents (i.e. meeting minutes from the Board of Trustees) on its website, to promote transparency and good practice within the Third Sector.

## Policy version control:

**Date policy written:** March 2016

**Written by:** Chief Executive

**Consulted with trustees:** April 2016

**Amended and adopted by the Board of Trustees:** August 2017

**Next review:** September 2018 (normally one year from when document is adopted by the board of Trustees)

**Appendix A: Copy of the YGAM ICO certificate:**

## Certificate of Registration

This is to certify that:

**Young Gamblers Education Trust**

is registered with the Information Commissioner's Office under  
registration reference:

**ZA125536**

Registration Start date:

**26 June 2015**

Registration Expiry date:

**25 June 2018**

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Company no: 09189998 | Registered Charity no: 1162425

YGAM™ is the trading name of Young Gamblers Education Trust and registered Trademark: UK00003114184.

YGAM™ is a member of the Fundraising Standards Board: FS02394.

YGAM™ is an official Ofqual approved, ASDAN Customised Accreditation: Centre No: 35981.

YGAM™ educational resources are quality-assured by the UK PSHE Association 2016.

YGAM™ is working towards Pearson Customised Accreditation and Approved Qualification Centre status.

