

Children and Young people for trips /events / activities

Privacy statement

Who we are

Discovery Student Volunteering Swansea is a student led organisation that aims to serve the community of Swansea by enriching people's lives, challenging discrimination and supporting disabled people. We do this in a range of ways including providing trips, events and days out for children and young people.

Why we keep information

As you are involved in one of more of these projects we need to keep some information about you. This is the information you give us in your consent from to take part in the project. If we sometimes provide you with transport we may need to keep information about your access needs as well. We may also keep information about any worries or concerns we have about you.

We will use this information to help us make sure that you are invited to events and are able to take part in them. We always keep your information stored in a locked drawer or on a password protected computer file.

Sharing information

We may occasionally share information about you to help publicise and promote Discovery, this might be photos of you while you are at our events or nice things you have said about us. If we are providing transport for you then we will need to share some information about you with the taxi company. If you have been referred by your school or another organisation we may keep them updated about your involvement with us. Otherwise we will not share any information about you with anyone else without asking your permission first. The only exception to this would be if we were worried about your safety or the safety of someone else. We would tell you we were going to share this information unless we believed that telling you we were going to share your information would increase the risk.

Seeing the information we hold about you

We are happy to show you the information we hold about you. If you want to see it please make your request in writing addressed to the Director, Discovery, Fulton House, Swansea University, Singleton Park, Swansea, SA2 8PP. Please also let us know if the information you have given us changes and needs to be updated.

The legal bit

General Data Protection Regulation 2018 sets out the reasons organisations are allowed to keep information. We keep your information because we have a 'legitimate interest' this means that we need to keep your information so that we can provide our services.

So that we can make sure that you are safe and healthy on activities with us we may keep information about your health, e.g. any allergies or health conditions you have told us about in the consent form. Some of Discovery's funders ask us to keep detail of the ethnicity of the people who get involved in our project. We will ask you for this on your consent form.

To keep this information we need your specific consent, by signing below you are giving us your consent for this. If you are under 16 we also need you parent or guardian to consent.

Name

Sign

Date

Name

Sign

Date

Relationship to person above

Deleting the information we have about you

We will delete the information we have about, if you ask us to, if you tell us you don't want to come on activities anymore, or 3 years after our last contact with you.

If you would like any more information or have any queries about this please contact Discovery@swansea.ac.uk, 01792 295743