



The Governing Council of the Cat Fancy's Young Exhibitors' Scheme



RECORDING & STORING OF INFORMATION POLICY

April 2018

This policy applies to YES! Administrators, Mentors, Judges, Stewards, Show Manager, table workers, any anybody working on behalf of the GCCF within YES!.

Why It Matters

In this term “personal data” or “personal information” means information from which a living Person can be identified. “Sensitive information” is personal data about matters like someone’s ethnic origin, political or religious beliefs, physical or mental health or condition or criminal record.

Keeping records about volunteers and candidates or young people who participate in GCCF YES! is important for several reasons. These need to be clear and accurate records, this is very important as if the GCCF is ever in a position whereas a referral has to be made by the Safeguarding Lead to the respective authority.

Candidates

An attendance register, essential information about the candidates care needs and contact details of parents and/or guardians are vital in keeping candidates and young people safe and promoting their welfare. The only people with access to this information should be those who are Enhanced DBS checked and should be kept secure.

Volunteers

Keeping written records is often essential but volunteers records must be stored in a secure locked cabinet within the GCCF main office. Only designated personnel have the right to enter and use such information should this be required.

However, “Respect for your privacy” is seen as a fundamental right. This includes a stipulation that personal information should be kept securely and should not be shared without consent, expect in very special circumstances. This is a very important consideration when working with candidates and other volunteers within GCCF YES!.

The GCCF needs to be clear about why they are recording and keeping information about candidates and young people within YES!.

The GCCF should set time limits on the period for which records are held and put in place clear procedures for disposing of them within a 2 year period.

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Some useful comments –

..... all volunteers and candidates should at least be given the option to find out what kind of records are being held to ease their mind and ensure fair treatment.

..... the purposes behind data collection should be explained to the volunteers and candidates (including their parent/s and/or guardian/s) as it is a way of showing them that it is a two-way relationship based on trust. This situation could make it easier for volunteers and candidates (including their parent/s and/or guardian/s) to voluntarily give extra information that changes or becomes relevant over the period of time on the scheme.

..... a candidate should be consulted as the first port of call for any dealings with parents or guardians, given that it is their data, not their parent or guardian, they have a right to know who will be viewing it and a right to vocally oppose if they wish.

Contact details

Designated Safeguarding Officer [DSO]

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Deputy DSO

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CEOP

www.ceop.police.uk

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on: [date]

Signed:

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