

GDPR & Youth Group Consent Forms – What needs to change?

Introduction

In May 2018 the new General Data Protection Regulation laws come in to effect. These changes to data protection law will have an impact on some of our ministry amongst young people especially relating to the way in which we collect, store and use data. This brief document seeks to provide some basic advice on the changes/tweaks you may need to make to your existing forms.

Data Storage & Collection

Your PCC will have carried out or will be undertaking a data audit, drafting a privacy notice for your parish and updating their records. It's important that as part of this you talk to your PCC about the data you already collect for youth groups and how it's stored and make sure this is taken in to account as part of their audit and policy forming. The PCC should then make recommendations on how this is stored in the future. As a general rule of thumb the data you collect should either be stored in a password protected document or in a locked filing cabinet.

Youth Group Forms – What should you update?

1 – Emergency Contact

Your forms almost certainly contain a section asking for emergency contact details. Under GDPR you are expected to be transparent in the use of data and therefore should now include a line within this section explicitly explaining what these details will be used for and asking the parent/guardian completing the form to confirm that they have permission to include these details (e.g. if a neighbour/grandparent is one of the emergency contacts)

Example:

Please provide details of two emergency contacts below. This information will only be used to contact you in the event of an emergency relating to your son/daughter. Please ensure that you have permission from the person whose details you are including prior to handing in this form.

2 – Consent to use media

If your form includes consent for using media (e.g. photos) you must ensure that the permission for these includes how these will be used (e.g. on the church website). The tick-box to give consent for this must be ask for the person to opt-in, a 'tick this box to opt out' is no longer permitted as this is not regarded as consent. There is a sample information sheet on the safeguarding section of the Diocese website -

<http://www.chelmsford.anglican.org/safeguarding/safeguarding-manual-and-resources>

Example:

At our group we occasionally take photos. These photos are used to publicise our group and names of young people are never put next to the photos. Please tick the boxes below if you give permission for photos of your son/daughter to be used for:

- Church website – www.stjohns.com
- Youth Facebook Page – facebook.com/stjohnsyoof

3 – Declaration & Data Protection

Your existing forms will almost certainly have a permission section at the end of the form where you ask for parental consent for a young person to be part of your group. In addition to this you now need a section explaining how data collected on this form will be used.

The UK government is proposing that anyone aged 13 or over can consent to their data being used (this will be confirmed later this year). A parent or legal guardian will still need to give consent for use of the data if the child is under 13. This means you probably need to split this section into 2 parts, one part asking for data consent and one part for consent for a young person to take part in your group. If you plan to send out mailings to parents you should also include a section here asking for consent.

Example Data Protection Consent:

Data collected on this form will be used for the administration of INSERT YOUTH GROUP NAME and for ensuring the safety and well-being of young people in the group.

I hereby grant the PCC of YOUR CHURCH NAME permission to process my personal data for the purposes set out above. (To be signed by a parent/guardian if a young person is under 13 years old)

Name:

Signature:

Date:

Example Declaration:

I hereby give permission for my son/daughter to take part in INSERT NAME OF YOUTH GROUP.

Name:

Signature:

Date:

Example Communications:

As part of our communications we send out regular information to parents to inform them about group activities and dates. Please tick the appropriate boxes below to give us permission to do this.

I would like to be contacted by

Email SMS Telephone Post

With information relating to

This youth group Other church events I may be interested in

4 – Disclaimer and Privacy Notes

Finally, you should also include a copy of your parish's privacy notice with the form, you may need to think about how easy this privacy notice is for a 13 year old to read and understand prior to including it. It is possible for a parish to have multiple privacy notices for use with different group, so you could tailor one for the youth group. You should also include a disclaimer which informs parents/young people who to contact if they have a concern and how to withdraw consent.

Example:

If you have a query about how your personal data is used by the PCC OF YOUR PARISH please contact the [insert name of data protection lead for the parish: *their details here*. Consent may be withdrawn at any time by contacting: *youth group leader details here*