

# Horsted Keynes Youth Council

## **Compliance Policy**

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## **1 Name**

The Horsted Keynes Youth Council (HKYC) was approved as a Working Group by the Full Council on Tuesday 11<sup>th</sup> May 2024.

## **2 Safeguarding**

Compliance with the Council Safeguarding Policy.

## **3 Data Protection**

The Horsted Keynes Parish Council is the Council's registered Data Controller (legal public authority which determines the purposes and means of the processing of personal data) is responsible for complying with the UK GDPR and has a statutory obligation to process personal data under Section 6(2) of the Data Protection Act 2018.

The Clerk, as the Proper Officer of the Council, is the Council's registered Data Processor, who is the legal person who processes personal data on behalf the Data Controller and has more limited responsibilities.

## **4 Membership**

Membership is open to all those aged between 11 and 17 who lives or attends education within the Parish of Horsted Keynes.

## **5 Licence(s)/Contract(s)**

The Clerk is responsible for obtaining/negotiating any licence(s) or contract(s), which will be held on file.

## **6 Financial matters**

The Responsible Finance Officer (RFO) is responsible for all financial matters. HKYC will keep the RFO informed of all income and expenditure, which will be recorded.

## **7 Insurance**

Adherence to the policy statements set out above means that the Parish Council insurance should cover all the activities related to the Youth Council.