

## **Data Privacy Statement**

Backpackers, A Chesham Ecumenical Association organised holiday club.

### **1. Personal data**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### **2. Data Controller**

The organising committee of Backpackers is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The organising committee of Backpackers complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes:

- to administer helpers (volunteers and church officials) and children for the purposes of running Backpackers. This includes data about health and religion.
- to communicate with helpers and parents/carers (and therefore indirectly, children) about Backpackers.
- for research and statistical purposes to improve both the current and future events.
- to comply with safeguarding requirements.
- to provide news and information about events, activities and services organised by the churches in Chesham, where the individual has chosen to receive such information.

### **4. What is the legal basis for processing your personal data?**

Processing is carried out by a not-for-profit body with a religious aim provided:

- the processing relates only to volunteers, church officials or attendees (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

Processing is necessary for the provision of the Backpackers holiday club and explicit consent of the data subject has been given.

### **5. Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared within the wider volunteers of Backpackers in order to carry out the service of providing the Backpackers holiday club.

We will only share your data with third parties (which is limited to the churches within Chesham) with your consent. The only exception to this is where safeguarding issues arise in which case we will have a legal duty to share such information as is deemed helpful to

support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (2015)

## 6. How long do we keep data?

The table below summarises the different categories of information that we collect and how long we retain each for:

Personal data items	Data subject			
	Helpers (adult)	Helpers (<18)	Parents/Carers	Children
Name	According to guidelines for safeguarding, and for a minimum of 6 years for contact, research and statistical purposes, subject to review.	According to guidelines for safeguarding, and for a minimum of 6 years for contact, research and statistical purposes, subject to review.	According to guidelines for safeguarding, and for a minimum of 6 years for contact, research and statistical purposes, subject to review.	According to guidelines for safeguarding, and for a minimum of 6 years for contact, research and statistical purposes, subject to review.
Gender	As above	As above	-	As above
Contact information	As above	As above	As above	-
Date of birth	-	As above	-	As above
Age	-	As above	-	As above
Attendance	As above	As above	-	As above
Church	As above	As above	-	As above
School Attended	-	-	-	As above
DBS number	As above	As above	-	-
Accessibility/health information	After event	After event	-	After event
Declaration about the Children's act (in lieu of DBS for Young Helpers)	-	For a minimum of 6 months, subject to review	-	-
First Aid Certificate	3 years	3 years	-	-
'Just in case' information	6 months	6 months	-	-
Referee information	6 months	6 months	-	-
Photographs	2 years – selected items retained for historical records.	2 years – selected items retained for historical records.	-	2 years – selected items retained for historical records.
Photograph permission	A minimum of 6 years, subject to review	A minimum of 6 years, subject to review	-	A minimum of 6 years, subject to review
Consent form	A minimum of 6 years, subject to review	A minimum of 6 years, subject to review	-	-
Accident books/First Aid treatment given	3 years after event, but no analysis	3 years after event, if a child/young adult is involved, then until that person reaches the age of 21	-	3 years after event, if a child/young adult is involved, then until that person reaches the age of 21

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the Backpackers organising committee holds about you (a Subject Access Request or 'SAR');
- The right to request that the Backpackers organising committee corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Backpackers organising committee to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Backpackers leaders at [staff@backpackers-online.org.uk](mailto:staff@backpackers-online.org.uk).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Backpackers Organising Committee  
Churches Together for Chesham  
22nd March 2018