

1. Your personal data – what is it?

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 our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”)

2. Who are we?

Oxford Diocesan Board of Finance (ODBF) 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?

ODBF complies with its obligations under the GDPR and DPA 2018 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.

The information we collect comes from the following sources:

- **Contact emails** (enquiries) - name, email address.
- **Booking Form** – for all attendees: attendee name, date of birth, school year, church and parish, photograph; under 18's the parent/carer's name, phone number, email address, address.
- **Medical and Consent Forms** - medical background, dietary requirements, email address, emergency contact details, phone number, medicines, NHS number, GP information.
- **Staff Application Forms** – name, phone number, email address, address, date of birth, church and parish, your experience, references, data needed to complete DBS checks.
- **Referee Form** – relevant information regarding attendee and safeguarding on the trip, concerns or current safeguarding investigations.
- **Scan of passport**

We use your personal data for the following purposes:

- **Contact Information Form** - used to contact you about our trip from your enquiry;
- **Booking Form** - used to register for Taizé - used to contact you for future trips; book into Taizé as a group booking.
- **Medical and Photograph Consent Forms** - used to ensure we have all the relevant information for your trip. Promotional videos and media usage for future promotions of Taizé trips.
- **Referee Form** – to safeguard all who are going on the trip as we have under 18s and over 18s travelling together. Any further risk assessment and mitigations needed.
- **Scan of passport** – for ferry company booking / immigration requirements

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

We process the information you provide on the basis of 'legitimate interest' in the following way:

- Enquiries about our pilgrimage - we will use the information you have provided to give you information on our trips; unless you specifically ask us not to.
- Registration for Taizé- the information will be used to process your registration for the trip and where consent given used to inform you of future pilgrimage events;

- Medical and Consent Forms - the information will only be used to ensure you receive the best support and care possible for the trip;
- Photographs - are used for the purpose of identification in emergencies and for easy identification during Taizé by leadership team;
- Safeguarding the group.

We process the information you provide on the basis of 'legal obligation' in the following way:

Scan of passport – for ferry company / immigration requirements to enable you to travel to France.

5. Sharing your personal data

We use Eventbrite to collect your personal data. Your personal data will be treated as confidential and will be shared when necessary with the Taizé leadership team attending the trip. This may include sharing with medical professionals and Taizé staff in case of an emergency. We will add phone numbers to WhatsApp where consent has been given for this. We will share passport data with the ferry company for immigration purposes.

6. How long do we keep your personal data?

In accordance with the Church of England's current safeguarding guidelines, personal data connected with records of activity, including any risk assessment, will be kept for 50 years after the activity ends.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which ODBF holds about you;
- The right to request that ODBF 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 ODBF to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioners 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 or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 202243. Email: dpo@oxford.anglican.org.

You can contact the Information Commissioners 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.