Privacy Notice for the Parents/Carers of Attendees of Amplify: Adventure Camp

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** (camp enquiries) – contact details;
- **Booking Form** - parent/carer's name and contact details; your young person's personal details (e.g. age-related information), church and parish, photograph; youth leader's name & email address (if relevant);
- **Medical and Consent Forms** – medical and dietary information, contact and consent details;
- **Staff Application Forms** – contact details, personal details, church and parish, relevant experience, references, data needed to complete DBS checks.
- **Photos and video footage taken at camp** (where consent has been given)

We use your and your young person's personal data for the following purposes:

- **Contact Information Form or Emails** - used to contact you about our Amplify: Adventure Camps from your enquiry;
- **Booking Form** - used to register your young person for our Amplify: Adventure Camps - used to contact you for future camps;
- **Medical and Photograph Consent Forms** - used to ensure we have all the relevant information on your young person for their stay at camp.
- **Youth Leader details** – used to process bookings.
- Photos and video footage taken at camp – for publicity purposes.

We use Staff personal data, as collected on Staff Application forms, to recruit camp staff and communicate with staff members.

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 Amplify: Adventure Camps - we will use the information you have provided to give you information on our camps;
- Registration for Amplify: Adventure Camp - the information will be used to process your young person's registration for camp and where consent given used to inform you of future Youth, Children and Family events;
- Medical and Consent Forms - the information will only be used to ensure your young person receives the best support and care possible for camp;
- Photographs - are used for the purpose of identification in emergencies and for easy identification during camp by staff team;
- Staff applications - the information is used to process your application for a role at The Oxford Diocese Amplify: Adventure Camp and for emergency purposes.

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

- Photos and video taken at camp are used for publicity purposes where permission has been given.

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary, with staff attending the Amplify: Adventure Camp, this may include sharing with medical professionals in case of an emergency. We will only use photographs and videos of participants for publicity purposes where consent has been given.

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 children's and young people's (under 18s) 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 ODBF and/or 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/ or

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at the Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire. SK9 5AF.

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