Privacy Notice for the Staff 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 your: **Staff Application Form:** name, phone number, email address, address, gender, date of birth, church and parish, your experience, references, confidentiality declaration and data needed to complete DBS checks; **dietary and medical information** you provide voluntarily; **volunteer agreement**.

We use Staff personal data, as collected from the sources listed above, 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', to process your application for a role at The Oxford Diocese Amplify: Adventure Camp, to communicate between staff members to conduct your duties in relation to Amplify: Adventure, and for emergency purposes.

5. Sharing your personal data

Your personal data will be treated as confidential and will be shared when necessary with other staff attending the Amplify: Adventure Camp; this may include sharing with medical professionals in case of an emergency.

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 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 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 or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 208200. 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 at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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