Privacy Notice for the YouShape Programme

DIOCESE OF OXFORD

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.

Please note, YouShape is for 18+ and as such, no data is collected from under-18s. YouShape has a webpage on the Dioceses of Oxford website, YouShape - Diocese of Oxford, The website privacy policy can be found at Privacy and Data Protection - Diocese of Oxford.

The information we collect comes from the following sources:

Registration form on the YouShape website (youshape.life) - name and contact details; your personal details, church and parish;

- **Follow-up communications**
- **Event Booking Forms -** created from third-party tools eg Microsoft Forms and Eventbrite following GDPR guidelines
- **Safeguarding Forms**
- **Local parishes**
- **Anonymised surveys**
- **Medical and Consent Forms** – medical and dietary information, contact and consent details;
- **Photos and video footage taken** (where consent has been given)

We use your and your personal data for the following purposes:

- **To administer the programme & meet safeguarding obligations**
- **Booking Forms** - used to register you for YouShape events - used to contact you for future YouShape events;
- **Anonymised surveys –** used for programme impact assessment
- **Medical and Photograph Consent Forms** - used to ensure we have all the relevant information on you for your weekend away.
- **Photos and video footage** taken during events (where consent given) – for publicity purposes.

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:

- To administer the Programme and support peer-leaders
- Registration for YouShape events – the information will be used to process your registration for the events and where consent given used to inform you of future YouShape events;
- Medical and Consent Forms - the information will only be used to ensure you receive the best support and care possible;
- Photographs - are used for the purpose of identification in emergencies and for easy identification during an event by the staff team;

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

- Photos and video taken during the weekend are used for publicity purposes where permission has been given.

We process the information you provide on the basis of 'legal obligation' to ensure safeguarding compliance.

5. Sharing your personal data

Your personal data will be treated as confidential, securely stored, and access will be limited to those who need it—such as event organisers, convenors, and ministers involved in delivering YouShape activities.

Safeguarding responsibility sits with the Parish Safeguarding Officer (PSO) of the host church or parish, and they may access your data where necessary to ensure a safe environment.

We may also:

Share relevant information with medical professionals in case of emergency

Use photographs or videos of participants only with your consent for publicity purposes

Share data with:

- Local host parishes (for safeguarding and logistical coordination)
- The Diocesan Safeguarding Team (where appropriate)
- Funders, but only in anonymised summary format for impact reporting
- Your data is never sold or shared with third parties for marketing purposes.

6. How long do we keep your personal data?

Data is retained for **up to 2 years** after the programme year ends to allow for follow-up and evaluation, unless longer retention is required for safeguarding (https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management).

Anonymised impact data may be retained for future reporting. Data is deleted or anonymised securely in line with Diocesan data retention policies.

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.
- The right to object where processing is based on legitimate interest.
- 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 202243. Email: dpo@oxford.anglican.org.

You have the right to make a complaint at any time to the Information Commissioner online at Your personal information concerns | ICO or by phone on 0303 123 1113 (local rate) or via email https://ico.org.uk/global/contact-us/.

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