

Christadelphian Whit Camp

Data Protection Policy

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Personal data held

The Whit Camp database contains personal data relating only to people who have booked for Whit Camp and comprises only the data provided. The following data are required and held for each booking which can relate to individuals or for a group:

- Surname*;
- email address*;
- Ecclesia*;
- postal address;
- the times and dates of attendance*; and
- whether the person booking has agreed to this Whit Camp Data Protection Policy*.

The following information is held for each individual:

- Christian name*;
- mobile telephone number (if provided);
- date of birth*;
- gender*;
- whether the person relies on state aid;
- baptismal status; and
- any dietary needs provided.

The stored information relates only to the year of booking. In the process of bookings, it is mandatory to provide the information marked with an asterisk – the other information including notes or tasks the person may volunteer for are optional.

Processing of information

The personal information in the database is used and shared only in the following ways:

- Email addresses will be shared with third parties who have agreed to lead an event at the forthcoming Camp so that they can contact others who have agreed to provide assistance;
- Children's ages and allergy details are shared with those leading children's sessions;
- The mobile number of those who have volunteered to act as First Aiders are displayed in the marquee over the weekend;
- Information relating to the forthcoming camp will be emailed to the main contact for each booking;
- If people have asked to be told about future camps an email will be sent to them for this purpose;
- Generally, information provided by people who have booked onto a forthcoming camp is retained and processed to help planning for talks, workshops and general tasks such as meal preparation.

Access, accuracy and erasure

Anyone whose information is stored in the database may request to:

- See and update the personal information that is held about them;
- Request that all their personal information to be removed from the database for Camps that have occurred in the past and replaced by anonymised values.

Personal information held in the database is never obtained from any other organisation and never shared with any other organisation.

Privacy and Security

- The database is run using Google's Workspace;
- Only the committee has access to the database and the data are secured using two-step verification where possible;
- The database coordinator who is part of the committee is notified immediately and automatically, by email of any unusual login activity;
- Backup copies of the database are made on a regular basis and remain within Google Workspace.

Retention policy

Unless requested otherwise, personal data are held for five years and data older than that is anonymised and retained to assist with statistical analysis and for planning purposes.

This Policy is based on the Data Protection Act 2018

Revised January 2022