

Potters Bar Churches Holiday Club

(Registered Charity No. 1133045)

Introduction

This document describes the privacy policy of Potters Bar Churches Holiday Clubs, run by Churches Together in Potters Bar in collaboration with Scripture Union.

What is this document about?

To support our work with children young people, we need to collect and retain certain data about those young people, as well their parents, and our leaders, helpers and friends. The "General Data Protection Regulation" (GDPR) dictates how we must treat this data, and one of the things it requires is that we publish a Privacy Notice, that describes to you (the "data subject" - the person whose data we hold) what data we hold, and what we do with it.

This document is that Privacy Notice.

Data Controller

The "Data Controller" is the person or organisation responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the Potters Bar Church Holiday Club (known throughout the rest of the document as "The Holiday Club". We can be contacted through our web page at www.pbchurchesholidayclub.org.uk, where there is an "Enquiries" button.

Why do we collect data?

The information we collect is used to ensure that we provide the best service to those attending our activities and groups, by ensuring that our leaders have all the information they need to deliver those services.

If you attend our activities, or a parent or guardian, then we collect and use your personal data in our legitimate interests (specifically, it helps us to provide activities to you, in a safe and appropriate manner), and therefore, according to the GDPR, we do not require your explicit consent.

The exception to this rule is the usage of photographs in publicity; which we explicitly ask for consent when you first register with us. More information about our storage and usage of photos can be found in our Data Protection Policy.

If you are a leader, helper, or friend, we also need to keep some data about you, so that we can contact you when necessary.

What data do we hold?

We keep data about our attendees and their immediate family members. The data includes the following: Name, date of birth, school year group, school attended, groups/activities attended, parent carer/name and their relationship to the member, address, telephone number, email address, school, medical/religious information, history of attendance at clubs/meetings, IP addresses used to log in to our website, and relationships to other attendees.

We also hold financial information about any payments you have made to us for activities or similar.

Where do we get the data from?

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family. In some cases, information may become apparent in other ways (for example, where a family is divided by divorce, information about one side of the divide may become apparent as a result of information provided by the other side).

We also retain data about the history of attendees, such as dates of activities attended, participation in events, and attainment of awards. This data is generated within our records.

Who has access to the data?

Attendee's data is generally accessible to the leadership team of the different activities and groups. Occasionally, data is shared with other adults who have volunteered to help with administration but access is strictly controlled and the volunteers indicate in writing they will keep the information secure and only use it for processing Holiday Club business before they receive access to it.

Leader and helper confidential data such as references taken up when you become a leader is accessible to the chair of the Senior Leadership Team and Scripture Union who handle for us the DBS safeguarding process. Leaders will need to enter their details themselves with Scripture Union, who have their own Privacy Policy and Data Protection Policy.

Where is the data held?

Most of the data is held securely and encrypted on the Holiday Club online server which is only accessible to the senior leaders, although the chair of Churches Together in Potters Bar may request access if required to do so. Different people have access to different information depending on their role.

Leader safeguarding information is held online in the secure area of the Disclosure and Barring Service (DBS) and is accessible to the safeguarding officer.

How can a subject know what data is held?

You may see a copy of the data we hold about you, by request to the Data Protection Officer or the chair of Churches Together in Potters Bar, and you may ask that we correct any inaccuracies. Indeed, we positively welcome being told we have something wrong!

How long do we keep the data?

Some key data, we will keep indefinitely. There may come a time, for example, when you wish to complain about your treatment, and we will need records to be able to support or refute your complaint. However, data that is considered "sensitive" (including medical, ethnicity, religion data) is erased shortly after the member reaches the age of 18 and is therefore too old to take part in the groups or activities. The reason we keep all data until this point is children may leave and then wish to rejoin groups or activities a year or two later.

Need to know more?

If you require any further information, please contact us through the enquiries button on the website mentioned above.