

# Timperley DofE Award Centre Data Protection Policy

## 1. Introduction

- 1.1. The Timperley DofE Award Centre is committed to protecting the privacy and security of personal data. This Data Protection Policy outlines our duties and responsibilities regarding the collection, processing, and management of personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## 2. Scope

- 2.1. This policy applies to all trustees, employees, volunteers, participants and any other data processors associated with the Timperley DofE Award Centre.

## 3. Data Protection Principles

- 3.1. The Timperley DofE Award Centre adheres to the following data protection principles:
  - **Lawfulness, fairness, and transparency:** Data is processed lawfully, fairly, and transparently.
  - **Purpose limitation:** Data is collected for specified, explicit, and legitimate purposes.
  - **Data minimisation:** Only data that is necessary for the purposes of processing is collected.
  - **Accuracy:** Reasonable steps are taken to ensure that personal data is accurate and up-to-date.
  - **Storage limitation:** Personal data is kept in a form that permits identification of data subjects for no longer than necessary.
  - **Integrity and confidentiality:** Data is processed in a manner that ensures appropriate security.

## **4. Types of Data Collected**

4.1. The types of personal data we may collect include:

- Contact details (e.g., names, addresses, telephone numbers, email addresses)
- Date of birth
- Health information for participation suitability and to ensure that expedition supervisors have the required information while undertaking an expedition
- Parent / Carer contact details (e.g., names, addresses, telephone numbers, email addresses)
- Emergency contact information
- Photographs and videos for administration & promotional purposes

## **5. Data Collection and Use**

5.1. Personal data is collected via registration forms, online platforms, and during participation in activities. Data is used for:

- Administration of the DofE Award programs
- Communication about events and activities
- Health and safety purposes
- Promotional and fundraising activities (on a limited basis)

## **6. Data Sharing and Disclosure**

6.1. Personal data may be shared with:

- DofE Award national bodies for registration and verification purposes
- Third-party service providers for event organisation (e.g. Approved Activity Providers - AAPs)
- Volunteers performing services supporting the centre (e.g. Expedition Supervisors, Award Leaders)
- Legal authorities when required by law

6.2. Data will not be sold, rented, or traded to third parties for marketing purposes without explicit consent.

6.3. Data will be removed from DofE Timperley systems once it is no longer required for data processing purposes. This will be an on-going process and sensitive data

(e.g. health data) will only be retained for a period no longer than one year after the completion of the DofE award with the Timperley DofE centre

## **7. Data Subject Rights**

7.1. Individuals have the right to:

- Access their personal data
- Request correction or deletion of their personal data
- Object to processing and restrict processing
- Data portability
- Withdraw consent where it is the legal basis for processing

7.2. If anyone wants access to their personal data, they should request via a Subject Access Request (SAR). This should be in the form of an email to the Data Processing Office (DPO) or the Centre Manager

7.3. In the event of a request to delete data, individuals should notify the DPO of their need and their request will be processed and they will be informed of the progress of the request

## **8. Data Security**

8.1. Appropriate technical and organisational measures are implemented to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

8.2. All data is stored within DofE Timperley systems (Google Docs, Google Sheets, Google Drive) and access is controlled to those who have the need to process

## **9. Data Breach Notification**

9.1. In the event of a data breach at Timperley DofE, it is crucial that the incident is promptly identified and reported.

9.2. All staff and volunteers must immediately notify the designated Data Protection Officer (DPO) upon discovering any potential breach of personal data. This includes, but is not limited to, unauthorised access, disclosure, alteration, loss, or destruction of data.

- 9.3. The DPO is responsible for assessing the situation, documenting the breach, and determining the severity and potential impact on affected individuals.
- 9.4. The DPO will then follow the established breach response protocol, which includes containing the breach, communicating with affected parties, and notifying the relevant regulatory authorities as required by law.
- 9.5. This process ensures that Timperley DofE addresses data breaches efficiently and complies with applicable data protection laws, ultimately safeguarding the personal information of participants, staff, and volunteers.
- 9.6. In the event of a data breach, affected individuals and the relevant regulatory body will be notified within 72 hours where feasible.
- 9.7. In the UK, the suitable authority to inform of a data breach is the Information Commissioner's Office (ICO). The ICO is the independent regulatory office responsible for upholding information rights and data privacy for individuals.

## 10. Policy Review and Updates

- 10.1. This policy will be reviewed annually and updated as necessary to reflect best practices and legal requirements.

## 11. Contact Information

- 11.1. For any inquiries regarding data protection, please contact:

- Data Protection Officer (DPO): Ben Morgan
- Email: [ben.morgan@dofetimperley.org.uk](mailto:ben.morgan@dofetimperley.org.uk)
  
- Centre Manager: Emma Deighton-Brown
- Email: [emma.db@dofetimperley.org.uk](mailto:emma.db@dofetimperley.org.uk)

## 12. Policy Effective Date

- 12.1. This policy is effective as of 1st March 2025.

The **Timperley DofE Award Centre Data Protection Policy** has been approved by Trustees of the Centre.