

Data Protection Policy

Prepared by Paul Oxberry (Activity Manager/ Director) Of Creed Outdoor Learning Trust, Company number 8418584 on 1st April 2023 and to be reviewed as and when new data protection and privacy guidance is implemented by law.

Introduction

Creed Outdoor Learning Trust needs to gather information about its customers, suppliers, employees and other people and organisations that CreedOutdoor Learning Trust has relationships with.

This policy describes how this personal data is collected, handled and stored in order to meet with general data protection regulation (GDPR) standards and law.

The Policy Exists to –

- To follow good practice and comply with data protection law
- To protect the rights of all staff, customers and all other partners of Creed Outdoor Learning Trust
- To be open about how such data is stored and processed
- To protect Creed Outdoor Learning Trust from risk of data breach

Data Protection Law

The data protection act of 1998 describes how companies and organisations must collect, handle and store personal information, regardless of if the information is stored electronically, on paper or any other material.

The Law states that all information must be collected fairly, stored safely and not disclosed unlawfully and is underpinned by the following important principles

- Be processed fairly and lawfully
- Obtained only for specific, lawful purposes
- Be adequate, specific and not excessive
- Accurate and kept up to date
- Not to be held for any longer than necessary
- Processed in accordance with the rights of data subjects
- Be protected in appropriate ways

Policy Scope

The policy applies to all employees, volunteers, contractors or people working/ acting on behalf of Creed Outdoor Learning Trust or Creed Youth that all data that relates to any identifiable individual that the company holds, even if it falls outside of data protection act of 1998 is kept safe, this information can include

- Names of individuals
- Any contact details such as postal address/ email or phone numbers
- Any other personal information relating to an identifiable individual

Responsibilities

It is the responsibility of all/ any staff working on behalf of Creed Outdoor Learning Trust or Creed Youth collecting data, to ensure that it is collected, stored and handled appropriately and lawfully, in line with data protection principles, any breaches, however small must be reported to the manager (Paul Oxberry) as soon as possible

All staff and people working on behalf of Creed Outdoor Learning Trust must make it their duty to know and understand the company's data protection policy and abide by its underlying principles.

Date storage

Paper data storage

Transporting data from the outdoor centre to the office or when such data needs to be transported it should be carried in a lockable bag/ briefcase and locked away when you reach the site

When data is stored in the office on paper or any other material should be kept in a lockable filing cabinet when not required (paper copies should not be left laying around for unauthorised people to view). Such data should be shredded when no longer needed

Electronic data storage

Electronically held data should be strong password protected and the device should have security and malware protection to protect from malicious hacking

If possible all data and personal information should be kept on a password protected removable drive that should be stored locked away in a filing cabinet along with paper storage

Access requests and disclosing data

From time to time some organisations and companies may request references/ information about an individual that you may hold or for legal or safeguarding reasons you may need to pass personal information on to law enforcement or social services.

Should such a need arise, the person passing on the information must ensure that the request is legitimate and that only relevant information passed on

Providing information

The information that we ask for on our consent forms is provided to keep people safe whilst taking part in Creed Outdoor Learning Trust and Creed Youth activities, should anything happen we need to know name, age, address, contact name and number in an emergency as well as any allergies, ailments or medical/ health conditions, these will be signed by parent/ guardian if under 18. At Creed Youth (12 years plus) we ask young people to provide basic information to be used in an emergency

These forms are kept for no longer than one year unless the person has been involved in an incident while with us, then they will be kept for as long as required. The data you give to Creed Outdoor Learning Trust is only shared should the need arise for medical assistance while in our care, legal and safeguarding reason.

Employees/ contractors and volunteer's details will be kept for one year from the time they ceased to be part of Creed Outdoor Learning Trusts staff

Your rights

- You have the right to know how your data is being used
- you have the right to request any information held about you
- the right to rectify or complete and incomplete data stored
- the right to have your data erased (in certain circumstances)

Any person has the right to request their own personal data however it must be clear that the person making the request is the person in question, the individual concerned does not need to use any specific forms of words, refer to legislation or direct the request to a specific contact.

Signed



Date 01/04/2024