

Burwell Bash



GDPR AND DATA PROTECTION POLICY

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Burwell Bash values people's personal data and privacy and aims to comply with the Data Protection Act and the European GRPR legislation.

Ellie West is the stated GDPR and Data Protection officer.

Aims

- To ensure that Burwell Bash only obtains data from individuals voluntarily
- That Burwell Bash only obtains data that is strictly necessary in the running of the organisation and course
- That all data is kept only for as long as is necessary and destroyed after use
- That all data is kept securely

What information is being collected?

Burwell Bash only collects data that is strictly necessary.

On the mailing list only email addresses are necessary, names can be added by choice when completing the online form. Recipients can choose to opt out at any time and is stored securely online through the Mail Chimp system.

For the course booking information full name, age bracket, length of stay, preferred accommodation, dietary information, next of kin and contact numbers are required. Applicants will also be given the opportunity to have their data stored or destroyed after the course. Personal information will be kept for a maximum of 2 years before being destroyed. All data is stored on secure, encrypted drives.

Additional data is collected for under 18s and their families who are present on the course to ensure all child protection protocols are followed. This data is also stored securely on encrypted drives and kept for now longer than 2 years.

Who is collecting it?

Ellie West, Burwell Bash and Burwell House collect data through the mailing list and online booking form.

How is it collected?

All data is collected online through secured systems.

Why is it being collected?

Data is collected for the sole purposes of:

1. Keeping in touch with members and prospective members prior to courses

2. Course publicity
3. Ensuring all course members have a safe stay with Burwell House able to meet their needs

Who will it be shared with?

Burwell Bash, Burwell House and their combined staff, tutors and committee will have access to this data. No outside groups or agencies will receive their data.

What will be the effect of this on the individuals concerned?

Any persons enrolled on the mailing list will receive periodic updates and invitations to social media groups and events. Course members will also be contacted periodically for payment information, course information and have their name displayed on the course members lists during the course.

Is the intended use likely to cause individuals to object or complain?

No. If anyone would like to have their data or personal information removed from any list at any time they can email contact@burwellbash.info or unsubscribe from emails following the link on the bottom of all emails.

In addition to this policy, all Cambridgeshire County Council Employees of Burwell House will abide by their own Data Protection and GDPR policies.

This policy was adopted by Burwell Bash on 26th May 2018

Signed on behalf of the Management Committee by:

Signature.....

Name in Capitals.....ELLIE WEST

The policy has been reviewed by the Management Committee on:

Date...26th May 2018