**General Data Protection Regulation - HYC 2018 Camp**

**What you need to know**

From the 25th May 2018 the new General Data Protection Regulation (GDPR) comes into effect in the UK. This replaces the current Data Protection Act and our procedures to comply with GDPR must be in place by this date. As an organisation Hilfield Youth Camp, is bound by these changes. The following document briefly sets out our requirements under GDPR as a camp and your rights as a member of the camp.

**Why is this important?**

There have been several cases in the media recently where people have felt overwhelmed by fundraising requests, personal details have been sold between companies and breaches of IT systems have led to personal details being leaked. This Act attempts to stop this and give individuals more rights over the information an organisation holds about them. We can be fined for a breach of this act by the Information Commission, up to 4% of our annual turnover (for reference this would 4% of the Franciscan’s annual turnover).

**What is covered?**

GDPR only covers **Personal Data**, which can be divided into two sub-categories; **General** and **Sensitive**.

* **General Personal Data** is information which can identify a living individual, either on its own, or when added to other information held by the **Data Controllers** (assigned leaders/hosts) or to any person to whom you are disclosing the information. For example, on a guest register, having the name John Smith attending between certain dates is not personal data, as one cannot identify who John Smith is, however, if we were to write John Smith of 1, The Street, London, he can be easily identified and so holding **General Personal Data.**
* **Sensitive Personal Data** is information that is always considered personal data. The categories include, but are not limited to: race/ethnic origin, political opinions, religious beliefs, previous offences, membership of a trade union, health of the individual and sexual orientation. There might be a reasonable question raised that you’re visiting a Christian camp however we do not discriminate who can visit the camp based on their faith.

**Underlying Principles**

The law is complex, but there are a number of underlying principles which will govern how the camp handles personal data.

1. This must be processed lawfully, fairly and transparently (Processing is, anything done with/to personal data, including storing it).
2. Is only used for a specific processing purpose that the data subject (camper/leader) has been made aware of and no other, without further consent.
3. Collected data should be “adequate, relevant and limited.” i.e. only the minimum amount of data should be kept for specific processing.
4. Must be “accurate and where necessary kept up to date”
5. Should not be stored for longer than is necessary, and that storage is safe and secure.

**When long can personal data be held?**

As a camp we are bound by GDPR to only hold information as long as is necessary (the camp has a retention schedule in place dictating this), however personal data can be held outside of this for the following reasons;

1. **Legal use** - when we need to hold the information for legal reasons, for example holding a list of ex-leaders in-case there may be a safeguarding claim against one of them.
2. **Legitimate use** - when we need the information to do our work, for example while someone is staying with us we need to know their dietary requirements. This can only be held as long as there is legitimate need.
3. **Permission granted** - if the data does not fall into the above categories permission to hold and use data must be given by the individual. Previously, we were able to use an opt-out approach however GDPR states that consent can no longer be presumed so now leaders/campers we must use opt-in (e.g. for future camp communications).

**Consent, Rights and Accountability**

Personal data, given to Hillfield Youth Camp, can only be used for the camp and cannot be shared with another organisation unless permission is gained (e.g. for a particular activity and separate consent forms will be sent out for each of these) or it is for a legitimate purpose (e.g. a legal requirement - disclosing the details of an individual to help with a police investigation). In addition personal data can only be used for the purpose to which it was given, for example, someone signed up to the camp cannot be sent separate communications for future camps / reunions without them first agreeing to this. As this would count as a separate purpose to what the initial information was required for.

GDPR also introduces a stronger requirement on accountability for **Data Controllers** (our assigned leaders). This means that we are also required to show that we are complying with these principles by providing evidence if required. As part of GDPR we must also be able to provide all of an individual’s data held by the camp to the individual within a suitable timeframe if requested (however any legal privileges will take precedent over this). We are also required to amend any incorrect information and delete any personal data if requested (i.e. the right to be forgotten), unless the information is held for specific legal/legitimate purposes.

**Additional Information**

Leaders who as part of their role have access/receive persona data for the camp will receive additional communications in-regards to their requirements for handling personal data to ensure we continue to stay legally compliant with the new legislation.

If you have any further questions relating to this then please do get in contact.

Emily Robertson & Bernadette Merriday - Camp Hosts

hilfieldyouthcamp@gmail.com