



# Personal Data Safeguarding – Privacy Statement

Addendum No 7.

Ref: data protection

## 1. Introduction

The protection of personal data is considered by Dundonald Elim DofE Award Centre (DEDEAC) to be one of the most important functions that leaders and volunteers at the (DEDEAC) undertake. It is our intention to **fully comply** with all Legal, Regulatory requirements placed upon it by the General Data Protection Regulations (2018) (GDPR).

We understand that at first glance the gathering of your data may seem burdensome or perhaps even a little intrusive, however, it is necessary as it supports our Safeguarding activities. We require the personal data for records purposes and in the event of a participant's illness, accident or emergency, we must be able to contact a parent or guardian with minimum delay or inform emergency services of the of the particular needs of the participant.

We rely on three justifications for processing (Using, storing, and disposal) of the personal data you share with us.:

- Your Consent.
- Our Legal Obligations.
- Our Legitimate Interests.

## 2. We promise that we will:

- Only gather information that we really need to allow the DEDEAC to function properly.
- Keep that personal data secure.
- In co-operation with you, keep that personal data up to date.
- Be transparent with you about the data we process and what we use it for.
- Make the information available to you if you request it.
- Only share the data with those who you permit us to, these include the Duke of Edinburgh Award Scheme, medical staff if there is an injury or accident, or those with a legal or regulatory requirement for see the data.
- Stop processing the data at your request (in writing or email); and when it is no longer needed by us.
- Dispose of the data you share with us in a secure and accountable manner.

If you need any further information on how the GDPR impacts you or further information as to its requirements by the DEDEAC or, contact details for the Information Commissioner who controls the GDPR process on behalf of the Government, please contact our team and they will respond to your request.

## 3. Images of participants

**Photographic or video** Images will only be taken of participants under the age of 18 with the express permission of parents/guardians. This will be requested at the time of the participant registering with DEDEAC and may be changed at a later date by you informing us so (in writing or e-mail).

**Images will only be taken for the following purposes:**

- For advertising reasons, in which case no names of individuals or other potentially identifying attributes (such as school uniform items etc) will be published.
- To aid the volunteers running the Award to identify the individuals they are working with. All copies of these images will be destroyed as soon as they are no longer needed. You may also



# Personal Data Safeguarding – Privacy Statement

Addendum No 7.

Ref: data protection

request it (in writing or e-mail), or the participant cease to pursue their award.

Where images are taken by participants or leaders on electronic equipment (such as cameras or mobile phones) by participants they will be made aware of the Safeguarding implications of posting inappropriate or unwelcome images of a participant. They will also be reminded that unwelcome or potentially demeaning photographs may fall under the heading of Bullying, which would be a breach of our Bullying Policy. The only exception to this is if an accident or incident has occurred. In this case, photographs may be taken by leaders for review and investigation purposes. In this case, images will be passed to the Leader in Charge to assist with the investigation and review process.

The person taking the original images will be responsible for ensuring that the images are only shared according to this policy and to ensure that ALL copies of the images are deleted when no longer needed.

Participant's and Parents / Guardians Must be familiar with and comply with the requirements and sanctions for breaching the guidance on individual privacy.

## Important Note!

This is of particular importance in the case of photographs and video recordings.

Sleeping in tents or walking in the hills there are times when someone slips and lands in an undignified shape or has to answer an urgent call of nature. These events **must not** be photographed or videoed.

The other people in the group must support the privacy of the individual by telling the person trying to take photographs that could or would demean the intended targets privacy to STOP. They are expected to inform the first leader they come in contact with if such photographs or videos have been taken. This is part of the individual and team character building that the DofE is intended to reinforce.