



PRIVACY NOTICE 2018

How Contagious Bible Ministries (“we”) use your information.

Your privacy is important to us. We are committed to protecting the personal data of adults, children and young people who attend Contagious or provide their information to us.

Why do we collect and use your information?

We collect and use your information to fulfil our purposes as a Christian charity that provides quality events for children and adults that are safe, caring, educational and enjoyable and to comply with the law regarding our data sharing. It is necessary to share some information that we collect in a secure manner for the proper care and safety of our delegates, but we do not share your information with others except as described in this notice. We also want to give you the opportunity to find out about future Contagious events so that you don't miss out

The categories of information that we may collect, process, hold and share include:

- Personal information of Parents/Guardians (such as name, telephone number, address and email address, church attended, emergency contact)
- Personal information of children/young-adult delegates (such as name, telephone/mobile number, address and email address, date of birth, church attended, emergency contact, medical information, special educational needs information, dietary requirements, emotional needs, rooming preferences, first aid/life saver qualifications, photographs)
- Personal information of adult leaders or TaskForce members (such as name, telephone/mobile number, address and email address, date of birth, church attended, emergency contact, medical information, special educational needs information, dietary requirements, referee, DBS certificate, criminal record self-disclosure, first-aid/life-guard qualifications, photographs)
- Bursary applicants (such as any government benefits being received & reasons for application – full details can be found on the Bursary Application Form).
- Photographs and video footage during our events are for use only in our promotional material, flyers, website, social media posts and inclusion in public documents produced by Contagious (without any personal naming or identification of individuals shown in the images).

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we comply with Data Protection legislation. See our 'Retention of Records Policy' for more information.

Who do we share your information with?

We aim to give each person who attends a Contagious event, an enjoyable, happy, caring and safe experience. We will only share personal information with others in the best interests of the delegates in order to organise the conference, provide a quality individualised service and to support those in pastoral need or in abusive circumstances.

- We will share delegates' information to appropriate staff and volunteer leaders to organise conferences, properly care for individuals and ensure that their physical, dietary, medical and emotional needs are provided for.

- We will inform appropriate staff at our venues about dietary requirements, allergies or relevant medical needs so that they can assist in providing for the needs of each delegate.
- In the case of a serious safeguarding concern, we will share sensitive personal information with government agencies, and/or church leaders for the safety, wellbeing and ongoing care of a young person/vulnerable adult according to their needs. For more information see our [Safeguarding Policy](#)
- In the case of an identified pastoral need where the Safeguarding Officer and Senior Teaching Leader determine that ongoing support would benefit a delegate, we may contact his or her church leader and/or parent/s to suggest ongoing support, pastoral care or counselling.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact Lisa Wheatley on

lisa.wheatley@contagious.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact our Lisa Wheatley on lisa.wheatley@contagious.org.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us at lisa.wheatley@contagious.org.uk in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

We will carefully investigate and review all complaints and take appropriate action in accordance with Data Protection Legislation. We will keep you informed of the progress of our investigation and the outcome. If you are not satisfied with the outcome, you may wish to contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

An investigation will take place as follows:

1. A record will be made of the details of the complaint.
2. Consideration will be given as to whether the circumstances amount to a breach of Data Protection Legislation and action taken in accordance with the Data Breach Procedure.
3. The complainant will be kept informed of the progress of the complaint and of the outcome of the investigation.
4. At the conclusion of the investigation we will reflect on the circumstances and recommend any improvements to systems or procedures.

Contact:

If you would like to discuss anything in this privacy notice, please contact our Data Protection Compliance Manager, Lisa Wheatley on lisa.wheatley@contagious.org.uk