



## **Christadelphian Bible School Data Policy**

Data is collected by the Christadelphian Bible School as part of the booking process whereby attendees apply to attend Bible School (an event held in August each year). This policy describes the data items which are collected, how they are stored, the retention period etc.

For specific enquiries relating to our data collection please contact Tony Evans via email [tony.evans92@sky.com](mailto:tony.evans92@sky.com)

### **What data do we collect?**

The following data items are collected:

1. Name
2. Email address
3. Postal address
4. Landline and/or mobile phone number
5. Date of birth if under 26 years old
6. Ecclesia you are a member of
7. Special needs e.g. learning/behavioural, diet, mobility, hearing, allergies etc.
8. Emergency contact name, relationship, landline and/or mobile phone number.

### **Why is this data collected and how is this data used?**

This is why we need each of these items of personal data:

- Name, phone and email address - these data items are used to contact attendees about their booking and various matters relating generally to their attendance and participation while at Bible School. In addition, if you have made a request these items will also be used in October each year to supply a brochure and booking form in respect of an upcoming Bible School planned for the following year.
- Name and ecclesia - these are printed on attendee's badges.
- Date of birth - being required for pricing purposes and the allocation of children into age related creche, bible learning classes and recreational activity and sporting groups.
- Special needs - enable organisers to appropriately cater for additional requirements.
- Emergency contact details - needed should an emergency arise and contact with a relative etc become necessary.

### **How is the data stored?**

- a. Sage 50 accountancy package - data items 1 to 4 - in respect of anyone who has attended Bible School or joined our waiting list since 2013. Access to this is protected by a password.
- b. Excel spreadsheet (master) for each year - data items 1 to 6 - for everyone attending Bible School or on our waiting list. Held on password protected computers.
- c. Excel spreadsheets (abbreviated copies) are stored in password protected folders in Dropbox accessible only by Bible School committee members.
- d. Paper copies of booking forms - data items 1 to 8 - are stored at the home of Tony and Julia Evans. The paper forms are stored in a locked box.
- e. PDF copies of booking forms - data items 1 to 8 - are held on password protected computers. Additional PDF copies are stored in password protected folders in Dropbox accessible only by Bible School committee members.

- f. Paper copies of help forms – data items 1, 2 and 4. The paper forms are stored in a locked box.
- g. The PDF copies of help forms are held on password protected computers. Additional PDF copies are stored in password protected folders in Dropbox accessible only by Bible School committee members.
- h. Excel spreadsheets, Word documents and PDF files comprising lists for:
  1. Attendee list – data item 1 and 6 only.
  2. Adult duties, classes and recreation groups – data item 1 only.
  3. Child classes and recreation groups – data items 1 and 5 only.
  4. Resident rooming lists - adults – data item 1 only.
  5. Resident rooming lists - child – data items 1 and 5 only.
  6. Mobile phone directory - attendees - name and number only.

### **Who has access to this data?**

Tony and Julia Evans have access to all attendee data items 1 to 8 and all storage types (a) to (h) primarily for the organisation and financial arrangements necessary for each annual Bible School to take place. In addition, former attendee data items 1 and 2 are used for the purpose of supplying a brochure and booking forms of upcoming Bible Schools in satisfaction of a standing request to do so each year.

Other Bible School committee members (<https://christadelphian-bibleschool.org/about/>) have access to data items 1 to 6 contained in storage types (c), (g) and (h) for the allocation of duties, classes and recreational groups. Also for the general organisation of Bible School.

Teachers, activity leaders, first aiders and residence floor wardens have relevant access to data storage type [h] containing data items 1 and, if applicable 7.

### **How long is the data kept for?**

- The data stored in Sage 50 accountancy system (a) is stored indefinitely in order to preserve financial evidence for future scrutiny and possible use by police or government authorities.
- The data stored on Excel spreadsheets (b) and (c) is stored indefinitely in order to preserve evidence of attendance for possible use by police or government authorities.
- The data stored on paper booking forms (d) is retained until the current year's Bible School has taken place at which point these are shredded.
- The data stored on PDF copies of booking forms (e) is retained indefinitely in order to preserve evidence of attendance for possible use by police or government authorities.
- The data stored on paper help forms (f) is retained until the current year's Bible School has taken place at which point these are shredded.
- The data stored on PDF copies of help forms (g) is retained until the current year's Bible School has taken place at which point these are deleted.
- The data stored on lists detailed in (h) is retained for 5 years to assist in the process of compiling current lists after which these are deleted.

### **Can an individual access, edit or delete their data?**

No. An individual would need to contact Tony Evans directly in order to determine what data is held, to update it or to ask for it to be deleted.