

D of E CAMDEN PRIVACY NOTICE

Name and contact details of the data controller

London Borough of Camden, Judd Street, London, WC1H 9JE / (020) 7974 4444

Name and contact details of the Data Protection Officer

Andrew Maughan, Borough Solicitor, dpo@camden.gov.uk

The purpose of the processing

We at the Duke of Edinburgh's Award will process your data:

1. To determine who is using our service (using various categories)
2. To group participants into relevant groups for activities
3. To identify any medical issues or disabilities that participants have
4. To ensure parental and personal consent has been given for all activities within the Duke of Edinburgh's Award
5. To obtain relevant contact information to communicate with participants
6. To determine participant's previous experience with the Duke of Edinburgh's Award

The legal basis for processing

We will process your personal data with your consent Under Article 6(1)(a) of the General Data Protection Regulation (GDPR). We will only process your Special Categories Data if you give explicit consent under Article 9(2)(a) of GDPR.

The categories of personal data that we will process are:

Name, age, address, D.O.B, language and contact details

The special categories of data we will process are:

Gender, ethnicity, disability and medical needs

Data supplied on this form and information about D of E activities recorded in eDofe will be used by the following group to monitor and manage D of E participation and progress:

- The Duke of Edinburgh's Award: Gulliver House, Madeira Walk, Windsor, Berks, SL4 1EU
01753 727400 info@DofE.org
- Camden Duke of Edinburgh's Award: 5, Pancras Square, London, N1C 4AG
07908 672645 joseph.myhill@camden.gov.uk
- Stephen Singh: Management Information Officer at Camden Council
02079741380 stephen.singh@camden.gov.uk

We also undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that on our website:

<http://www.camden.gov.uk/ccm/content/council-and-democracy/about-the-council/about-this-site/disclaimer-and-privacy-statement/?jsessionid=CA3AAB64A7CFE136B819A67A26BDBC8B?context=live>

or go to www.camden.gov.uk and search for Disclaimer, privacy statement and cookies

The Council does not intend to disclose the data to any other third parties. However, the Freedom of Information Act (FOIA) gives the public the right to access recorded information held by public sector organisations. When dealing with requests under this act the Council has the right to refuse to provide sensitive material and/or to redact (remove or render illegible) any personal information so that individuals cannot be identified.

We will not transfer your personal data outside the EU/EEA

The criteria used to decide the retention period

Your data will be held on our database for 6 years. After 6 years all data will be removed from the database, apart from data used in previous statistics (this is then made anonymous)

Your data subject rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website: <https://www.camden.gov.uk/ccm/content/council-and-democracy/publications-and-finances/freedom-of-information-publication-scheme/data-protection-in-camden-your-rights/?page=5>

or go to www.camden.gov.uk and search for Data Protection – your rights, and the ICO website (ico.org.uk) for more information.

To exercise these rights please use our web form at: <https://www.camden.gov.uk/ccm/content/council-and-democracy/publications-and-finances/freedom-of-information-publication-scheme/data-protection-in-camden-your-rights/?page=16#section-16>

or go to www.camden.gov.uk and search for Freedom of Information and Data Protection.

The right to lodge a complaint with a supervisory authority

You can complain to the Information Commissioner's Office if you are unhappy with how the Council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk / phone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Giving personal data is not part of a statutory or contractual requirement or obligation

Automated decision making or profiling

We are not using automated decision making or profiling to process your personal data