



## Data Protection Policy. Privacy Notice

In order to safely deliver training and expeditions and operate our business, A to Z Expeditions needs to collect and use certain types of personal information.

We regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves.

In compliance with the Data Protection Act 1998 and GDPR we ensure that the Personal information we collect and use is:

- fairly and lawfully processed;
- processed for the purpose of ensuring the wellbeing of participants in our care:
- adequate, relevant and not excessive;
- accurate and, where necessary, kept up to date;
- not kept for longer than is necessary;
- processed in line with the rights of the individual;
- kept secure; and
- not transferred to countries outside the European Economic Area unless the information is adequately protected.

On occasions, we are required to pass on personal information. For example, to the Duke of Edinburgh's Award, Local Authorities, Schools and other individuals and bodies involved in delivering expeditions. We are therefore registered as a Data Controller with the Information Commissioners Office.

**Registration Number: Z1569493**

**Date Registered:** 03 December 2008

**Registration Expires:** 02 December 2019

Information shared with third parties should be kept in line with their Data Protection Policy.

Information shared with instructors for the purpose of delivery of an expedition should be kept secure and for no longer than necessary. On completion of an expedition:

1. Information on paper should be returned to A to Z Head Office for shredding.
2. Information in electronic format should be deleted.

## Information that we hold

	Document	Source	Storage Duration	Electronic Storage Azure Microsoft Cloud Storage	Paper Storage Locked Filing Cabinets or locked Archive room	Shared With
Participant Information	Consent Forms	Participants, or their parents if under 18 Years of Age.	Until participant is 25 Years of Age	Y	Y (Paper documents pre-2010)	N/A
	Medical Follow Ups	Participants, or their parents if under 18 Years of Age.	Until participant is 25 Years of Age	Y	Y (Paper documents pre-2010)	Schools – Electronically, if requested. Instructors – paper copies returned and shredded after expedition
	Participant Lists	Generated by A to Z from Consent Forms	Until participant is 25 Years of Age	Y	Schools – Electronically, if requested. Instructors – paper copies returned and shredded after expedition. Duty Officer's paper copy filed.	
A to Z Expeditions Head Office Staff & Instructor Information	DBS Certificates	A to Z Expeditions staff & freelance instructors	Permanently	Y	N/A	N/A
	DBS Update Service Checks	Check performed on Update Service by A to Z staff	Permanently	Y	N/A	N/A
	Copies of Photographic ID	A to Z Expeditions staff & freelance instructors	Permanently	Y	N/A	N/A
	Copies of Qualifications / Certificates / CVs	A to Z Expeditions staff & freelance instructors	Permanently	Y	N/A	N/A
	References	Referees contacted by A to Z staff	Permanently	Y	N/A	N/A
	Instructor Feedback Diaries	Expedition Coordinator	Permanently	Y	N/A	N/A

Expedition Specific Information	Job Reports	Expedition Coordinator	Permanently	Y	Y (Paper documents pre-2010 only)	Schools, DofE, Local Authorities (if requested)
	Deferral Reports	Expedition Coordinator	Permanently	Y	N/A	Schools, DofE, Local Authorities (if requested)
	Spot Tracker GPS data	Spot	Permanently	Y	N/A	Schools, DofE, Local Authorities (if requested)
Individual Specific Information. (Participant / Instructor / Other)	Incident Reports	Expedition Coordinator	Permanently	Y	N/A	Schools, DofE, Local Authorities (if requested)
	Riddor Reportable Incident Form	A to Z Manager	Permanently	Y	N/A	Riddor, Schools, DofE, Local Authorities (if requested)
	Disclosure Form / Suspected Abuse Form	Instructor / Expedition Coordinator / A to Z Office team	Permanently	Y	N/A	Schools, Local Authorities (if requested)
Head Office Information	Team Minutes	A to Z Office team	Permanently	Y	N/A	N/A
	Partnership Minutes	A to Z Partners	Permanently	Y	N/A	N/A
	Financial Information	A to Z Office team, partners & instructors	Electronic - 7 Years  Paper – until the end of the financial year	Y	Y	N/A

## Processing and Deletion of Data

- No data shall be deleted or disposed of without the express permission of the Manager;
- Individuals have a right of access to their personal data and can request data to be rectified or erased (notwithstanding the requirements for data storage as set out in the above table).
- Data access requests should be made to the Data Controller (A to Z Manager).
- Data access requests will be free of charge.
- Information will be provided without delay.