



Woodlarks Camp Site Trust

Data Protection Policy 2025

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1 Introduction

The 2025 version of the Data Protection Policy has three changes from the 2023 policy.

It has been written in response to the Guide to the General Data Protection Regulation (GDPR) and to consider the Data Protection Bill. There is further information on the Information Commissioner's Office website, <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>. Information on legislation can be found in the [National Archives](#).

The WCST policy is intended:

- to comply with the law
- to ensure good practice is followed
- to protect campers, staff and volunteers
- to protect the organisation

WCST will ensure that data is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

WCST is committed to:

- complying with both the law and good practice
- respecting individuals' rights
- being open and honest with individuals whose data is held
- providing training and support for staff who handle personal data, so that they can act appropriately, confidently and consistently
- notifying the Information Commissioner voluntarily of any violations of data privacy

The risks identified are:

- information about individuals getting into the wrong hands, through poor security or inappropriate disclosure of information
- individuals being harmed through data being inaccurate or insufficient.

2 Changes in the 2025 Version

The following changes have been made to the 2023 version of the Policy.

- Retention condition on donors removed.
- Section on camper's addresses removed.
- Words referring to DBS administration service for camp leaders removed.
- Deletion condition for financial information removed.

3 Responsibilities

Overall responsibility for Data Protection lies with the Trustee responsible for Administration and Regulatory Compliance.

The Trustee's responsibilities include:

- Briefing the Committee and Trustees on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff and volunteers on Data Protection issues
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data

Responsibility for specific items is outlined in the section "Data Protection Issues". Data Protection Issues

WCST is no longer exempt from registration with the Data Protection Registrar as we have CCTV.

3.1 Photographs

We obtain written consent for photographs used on our website or in social media or publicity material. We encourage Camp Leaders to ask their campers to give consent for their photographs to be used.

3.2 Mailing List

A consent form (see page 7) is circulated with the Yearbook allowing the secretary (Sarah) to keep the postal and email addresses of volunteers, campers and supporters. Donors' records are kept for two years.

This allows WCST to circulate the Yearbook and to send occasional updates about our activities.

Anyone wishing to opt out from the mailing list should contact Sarah.

Sarah manages the mailing list, keeping it electronically with password protection.

3.3 Disclosure and Barring Service (DBS checks)

We have a Disclosure and Barring Policy. It also offers a service to help volunteers get a DBS check.

We don't monitor the DBS checks of volunteers at camps. This is the responsibility of Camp Leaders. We do expect Camp Leaders to show their DBS status.

We stipulate that Trustees and members of its Management Committee have DBS checks.

Consequently, WCST will hold DBS data on all its Trustees and Management Committee members and on some volunteers, who are regularly on site for Trust business.

DBS records are kept electronically by our supplier (currently Disclosure Services) accessible online to Sarah and DBS administrator using a logon and password.

Sarah and the DBS administrator manage the security of DBS data.

3.4 Emergency details of those working for WCST

- WCST understands that some volunteers may have medical problems. Any volunteer may wish to: lodge information with WCST for release to medical practitioners in an emergency - this will be in a sealed envelope kept by Sarah. under lock and key; OR
- carry an up to date ICE (In Case of Emergency) card or key fob with them; OR
- ensure that the Health App on their mobile device is active, up to date and has been setup with emergency contact details in the Medical ID section. This can be accessed when their phone is locked and further information can be found here:[ICE](#) (opens in a Stroke Association document which clearly explains how to set up Medical ID and use emergency contacts digitally).

3.5 Minutes

WCST keeps formal minutes of all meetings. This includes Management Committee, Trustee and Annual General meetings. Minutes are edited by Sarah and others then distributed electronically to Management Committee members and Trustees as relevant. The Chair of Trustees keeps a signed copy indefinitely.

3.6 Financial Information

The Trust holds banking details for individuals who have required a payment from WCST for expenses or authorised purchases, etc. This is held within our online banking system, secured by password and login authentication. Details are only viewable by the Honorary Treasurer and account signatories. Bank account details for individuals and businesses are reviewed at the end of each financial year.

We keep financial records in paper form and online. Paper records are held under lock and key with access controlled by Sarah and electronic documentation, including scanned documents, are maintained by Dave Gill (Hon. Treasurer) in OneDrive folders and SharePoint.

Once scanned, most paper records will be filed electronically, as above and deleted after a period of 6 years plus the current year. Any paper records that need to be kept in hard copy will be destroyed after a period of seven years.

3.7 Closed Circuit Television (CCTV)

The Trust uses CCTV to deter theft. Images are recorded for a period of 14 days and will only be viewed if the Trust believes a crime has been committed.

3.8 Government requirements

The coronavirus pandemic showed that we may have to change these requirements at short notice to conform to Government requirements. We will keep users informed of any changes should they occur.

3.9 Ring Doorbell (Kathleen Marshall House)

The doorbell on Kathleen Marshall House stores video and audio information for six months.

3.10 Broadband Connections

Our broadband equipment may have the ability to log data about user connections. We will only use connection information for problem solving purposes.

4 People with Roles in Data Protection

Trustee Responsible: Graham Curtis

Secretary: Sarah Lane secretary@woodlarks.org.uk

DBS Administrators: Sarah Lane and Brian Drew secretary@woodlarks.org.uk

5 Example Forms

5.1 Mailing List Form

A form like that shown below is sent out to with the WCST Yearbook.



Woodlarks Camp Site

REGULAR DONATIONS to WOODLARKS (Regd. Charity 306148)

If you would like to become regular supporter of Woodlarks Camp Site, please set up a regular standing order using the below account details. We can claim gift aid on your donations.

Account name: **Woodlarks Camp Site Trust**
 Sort code **30.93.20**
 Account No. **00352288**
 Reference: **[your name]**

If you prefer to send a cheque payable to: **Woodlarks Camp Site Trust**, please send by post to:
The Secretary, Kathleen Marshall House, Tilford Road, Farnham, Surrey, GU10 3RN

DECLARATION (Tick all boxes that apply)

- Please add me to the mailing list for future Yearbooks for as long as I make donations.
- Please send my Yearbooks by email only.
- Please claim Gift Aid on all my donations.
- I am a UK Taxpayer, this is my money and I am not receiving anything for my donation.
- I am happy for Woodlarks to keep my personal information on file for contact purposes.

(Woodlarks keeps your personal data secure and will never pass to third parties.)

Full Name: []
 Address: [] Postcode: []
 Email: [] Date: []

Please scan and email this form to: secretary@woodlarks.org.uk (or post it to the above address)



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The Secretary, Kathleen Marshall House, Tilford Road, Farnham, Surrey, GU10 3RN

DECLARATION (Tick all boxes that apply)

- Please add me to the mailing list for future Yearbooks for as long as I make donations.
- Please send my Yearbooks by email only.
- Please claim Gift Aid on all my donations.
- I am a UK Taxpayer, this is my money and I am not receiving anything for my donation.
- I am happy for Woodlarks to keep my personal information on file for contact purposes.

(Woodlarks keeps your personal data secure and will never pass to third parties.)

Full Name: []
 Address: [] Postcode: []
 Email: [] Date: []

Please scan and email this form to: secretary@woodlarks.org.uk (or post it to the above address)

This policy will be reviewed after three years, or sooner if legislation or charity circumstances change.

Signed:

Date:

Print name:

Lynne Cooper

Position held:

Chairman

Implemented:

March 2025

Review date:

March 2028

Person responsible:

Graham Curtis