

Campus Children's Holidays - Child and Family Privacy Notice



This privacy notice tells you what to expect when Campus Children's Holidays collects personal information. It specifically applies to information we collect about the children and families which benefit from the charity. For the purposes of this Privacy Notice, a child is any person under the age of 18 who attends the project.

Before Campus Children's Holidays can take a child on one of its projects, we have to ensure we have enough information about them to keep them safe and to help them benefit from the project. We obtain this information through referrals from external organisations, consent forms and direct communication with families and require parental consent for all data obtained for children aged 13 or under. We only use the information that is supplied to us for these purposes and - in a depersonalised format - to monitor attendance statistics. Where we want to provide information to be processed by a third party, we will not do so without seeking additional consent, unless there is a risk to the child.

Personal information about children who are referred but do not attend our projects will be held for 2 years after the date of their referral, at which point it will then be deleted. We may retain de-personalised statistical information about children to help inform our referral activities, but no individuals will be identifiable from that data.

If a child does attend a project we will compile a record relating to their project history. The information will be kept secure and will only be used for purposes directly relevant to their time with us. Once a child has reached the age of 18 most parts of their record will be removed. We will retain name, date of birth, any safeguarding concerns, a record of any accidents or incidents they were involved in on the projects, a record of their photo consent, project attendance.

Information held on children during their time with Campus includes the following: name, date of birth, medical details, behavioral details, project attendance, doctor and school details, any on project incidents or safeguarding concerns, social worker details (where applicable), sibling information and consent information.

Information held on parents/carers during their child's time with Campus includes the following: name, signature (to demonstrate consent) and contact details.