

DATA PRIVACY STATEMENT 2022

This document helps explain why we collect personal data. It includes what we record and how it is used, and what rights you have in relation to the data we hold.

Our work is all about helping young people identify the skills for success, for life. We develop long term relationships with Young Explorers, Leaders, Members, donors, and other partners. All these positive relationships are critical to our mission, to our culture, and to our ability to make a positive difference to the lives of those we work with. British Exploring Society is committed to safeguarding the privacy of all the stakeholders who make up its community, and we won't sell your data.

The lawful, appropriate collection and treatment of personal information is critical to our success and to maintain confidence between British Exploring Society and those we work with.

We have a Data and Privacy Protection Policy which governs how personal information is collected, used, recorded, disclosed, and stored, and the safeguards we have to protect data at British Exploring Society. You can find a link to the policy [here](#).

We work hard to adhere to the provisions of the Data Protection Act of 2018 (UK GDPR) and to any others which apply to us. We update this statement when we update our Data and Privacy policy, at least annually.

General

We are called the **Data Controller** for the personal data we process. If we hold some of your data, you are a **data subject**. When we talk about **sensitive personal information**, we mean data which includes:

- Physical or mental health details;
- Racial or ethnic origin;
- Religious or other beliefs;
- Offences and alleged offences;
- Criminal proceedings, outcomes, and sentences.

When we collect data, we aim to be clear about why, won't collect any more than we reasonably need, and won't use your data in unexpected or unreasonable ways. You can also help us by letting us know when any of your details change, to ensure that our information is up to date and accurate. Email info@britishexploring.org to update your details.

We won't hold your data longer than necessary. We have a **Data Destruction Schedule** which determines when we remove pieces of data from our system. This schedule is largely driven by contractual and legal obligations. We will anonymise or 'redact' any information sources kept for analysis/planning/to provide trend data beyond our retention schedule. Such information is likely to include incidents, demographic data, medical and campaign information.

Your rights as data subject will be respected. Data will be kept safe from unauthorised access, accidental loss, or damage. On occasion we may be required to share data relating to

expedition members with organisations outside the European Economic Area for the purposes of providing the expedition. We will only ever do this where it is a necessity and where we have confidence that your data will be treated with equivalent levels of protection as those mandated in law in the EEA¹.

Young Explorers and Leaders (Programme Participants)

When you join us on a programme, you provide us with sensitive personal information. We take extra care of this information. We use it to help us deliver a good experience and keep you safe. We ask you to read through your agreement with us very carefully, to make sure that you understand it. There are sections which explain that it might be vitally important to share your data – including sensitive personal information - to keep you and the rest of your expedition team safe or to take the best care of you, if you are ill or at risk. We may be required by a legal authority to share some of the personal data we have, and in this case, we may not be able or permitted to tell you that we have shared this information. Please ask us, or another person you trust, if there is anything you don't understand in it.

From time to time we work with contractors and advisors. Like our staff and trustees, they undertake DBS (Disclosure and Barring Service) checks - which are used to identify criminal records - and sign non-disclosure agreements if their work with us requires them to have access to data on our systems. Our contracts require the destruction of any data held by a contractor at the end of any contract period.

Archive records

We have kept an archive since 1932. If you have been on an expedition with us as a young person or as a Leader, you will be recorded as either an expedition participant or a life-time Member - and we may have a range of data relating to your programme and expedition including photographs, science reports and diaries. Archives have a few exemptions in relation to data management and data destruction applied to them. This allows us to keep some records going back to when we were founded.

Key members of our community and data

British Exploring Society is mindful of the need to be sensitive to the needs of young and/or vulnerable data owners/subjects. Applicants under the age of 18 are required to secure adult consent for their participation in a British Exploring Society Expedition but retain the right to choose what happens to their own data. As part of our contract with each young person we explain what personal data may be passed to third parties for the purposes of providing an expedition. Data will not otherwise be passed to anyone outside the organisation unless there is a vital interest/legal duty of disclosure.

If you support us

We are registered with the Fundraising Regulator. We work within their guidelines with existing and potential supporters. We use information you have given us, and from reputable publicly available sources to research potential donors, and to establish that any potential gift meets legal requirements and the terms of our Ethical Fundraising Policy. We may also

want to share information with our supporters about events we think they might enjoy, to ask their advice, and to keep them involved with the latest developments in our work.

Access

Individuals will be supplied with a copy of any of their personal and sensitive data held by British Exploring Society within 40 days, on request.

Accuracy

British Exploring Society takes steps to keep personal data up to date and accurate by contacting data subjects/owners. Personal and sensitive data will be stored/destroyed/anonymised according to our data destruction schedule. If we receive a request from an individual to amend their records during our retention period, we will do so if we can verify the identity of the individual and can confirm the accuracy of the amend.

Subject Access Requests and right to be forgotten/erasure

We respect the rights of data subjects. We refer to latest ICO (Information Commissioner's Office) guidance should we receive a subject access request or a request to be forgotten. A significant proportion of our data is processed for the fulfillment of a contract, for example, and may not be 'forgotten' during the period when we are obliged to keep complete records.

How personal and sensitive personal information is collected

Personal information and/or sensitive personal information may be collected in a variety of ways - principally through the completion of forms on-line. British Exploring Society may also collect personal information or sensitive personal information when resources are downloaded from our website, a survey is completed or if we are contacted by telephone or email.

We use software to identify which areas of our website are visited most frequently. This helps us to understand how our website is being used so that we can make it more useful for visitors.

How personal and sensitive personal information is shared

This is a list of the types of organisations with whom we may need to share some of the personal or sensitive information we process:

- Family, associates or representatives of the person whose personal data we are processing;
- Employees;
- Volunteers;
- Partners;
- Trustees;
- Third party service providers including emergency services;
- Current, past and prospective employers;
- Healthcare, social and welfare organisations;
- Statutory bodies including HMRC;
- Providers of goods and services;

- Educator and examining bodies;
- Financial organisations;
- Employment and recruitment agencies;
- Survey and research organisations;
- Business associates and professional advisers;
- Police forces;
- Other voluntary and charitable organisations.

Your rights

Please contact us if you have any queries regarding this Privacy statement or our Privacy Policy or if you would like to exercise or query any of the rights you have under the General Data Protection Regulation (GDPR):

- right to access
- right to erasure
- right to object
- right to rectification
- right to be informed
- right to restrict processing
- right to data portability
- rights in relation to automated decision making and profiling
- right to lodge a complaint with the Information Commissioners Office (ICO)

For further information on your rights, please visit the Information Commission's website; <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Contact

If you have any questions about this Privacy Statement, our Privacy Policy, or about our treatment of your personal data, email info@britishexploring.org or write to:

British Exploring Society
At the RGS
1 Kensington Gore
London SW7 2AR