

How we use your Personal Information – Cambridge Hands-On Science

This version: 1.4

This notice explains the personal data that Cambridge Hands-On Science (CHaOS, “we”, “our”) collects about our volunteers and others, and how we handle and use this information.

The controller of your personal information is Cambridge Hands-On Science.

Questions about data protection should be directed to the Secretary, who can be contacted at contact@chaossience.org.uk.

Unless otherwise stated, all data can be accessed only by any member of the committee via a shared cloud drive with restricted access.

This policy was last reviewed on 22/10/2023 and will next be reviewed before 31/12/2024.

Our data can be broken down into the following purposes:

- We have a **legitimate interest** in holding the following **membership details**, provided primarily when you sign up as a volunteer for your first event, in order to a) verify the eligibility, under the constitution, of those who wish to vote at general meetings; b) be able to contact anyone who has volunteered at a recent event in the case of any complaint or allegation; c) provide information on the number of active members (within subject areas) to assist in grant applications: *Forename, Surname, crsid/email, College, Subject (Area), Events Attended, DBS Status (defined below), Committee Membership, Membership Status (Active/Inactive)*

This information **will be deleted within 4 years of ceasing to be an active member.**

The information will be kept up-to-date by the Volunteers Officer, Child Protection Officer and other committee involved in managing an event by using data from event demonstrator lists.

It is possible to opt out by resigning society membership. This waives the right to vote at general meetings but does not preclude volunteering at a future event so long as this may not inadvertently infringe our Safeguarding Policy.

- Furthermore, as detailed in the Safeguarding Policy, we have a **legal obligation** to ensure that those undertaking “**Regulated Activity**” have been appropriately **DBS checked**. The list of Recent Events and DBS Status detailed above are also necessary to ensure that we know when our volunteers are carrying out regulated activity. The **DBS Status** is defined as whether a volunteer has a valid DBS certificate that has been verified by CHaOS, has applied for a DBS check through CHaOS, has a valid DBS certificate from another organisation that they plan to show to CHaOS, has a previously valid DBS check that has expired, has not declared a valid DBS certificate, or failed a DBS check. In order to assess the DBS Status, members must **consent** to us keeping a **separate record in a password protected file**, accessible to the Child Protection Officer or other committee member acting in their stead, consisting of

Full name, crsid/email, Date of DBS Certificate Issue, Pass/Fail,, Certificate Number, Name of Committee Member who has seen the certificate

for those who have been checked, or

Full name, crsid/email, Date of Birth, Form Reference Number, Date of Application

for those who have applied through CHaOS for a DBS check. DBS Certificate Details are often checked at events, and transferred to the password protected file as soon as practically possible, at which point the paper copy will be destroyed.

We **may communicate with a venue** as to whether all volunteers at the event have been checked, but **no individual DBS details will be disclosed without first seeking consent**.

The **application forms** are processed by **Cambridge Student Community Action** who will **share the information** with the **Disclosure and Barring Service (DBS)** in order for them to carry out the checks in collaboration with many authorities. For more details on how these organisations use the details provided on the form, **please consult their privacy policies**.

CHaOS will delete application data after no more than 6 months, or no more than 4 years for completed check data.

- We have **mailing lists (soc-chaos-interested & soc-chaos-moreinterested)** run using the **University Information Services Sympa system (lists.cam.ac.uk/sympa)** which registers emails/crsids and recognises the user name associated with the latter. This is **used**

by the **committee** of the society to market our events and third parties are not permitted to message the list. **Society members** will, unless otherwise requested, be automatically subscribed on the basis of **legitimate interest**. Otherwise, those who **consent** will be members of this list – this will be taken to be those who **actively confirm their consent** when providing us with their email address/crsid by ticking which mailing list they consent to being on, or **those who manually subscribe** on the system itself. Those who consent will remain on this list until the email address is deactivated or when their **consent is removed** – **consent can be removed at any time by unsubscribing** from the list using the Mailman system.

- In addition to the above, we have a further **mailing list (soc-chaos-volunteers)**, administered by the same system, on the basis of **legitimate interest**, the **Volunteers Officer, Secretary or those in charge of organising a major event** may add **those who have signed up to an event** in order to provide vital details such as travel arrangements, dates of training and how to claim expenses, that they would reasonably expect in order to take part. People are kept on the list until all business relating to that **event is concluded**, at which point the **list is entirely wiped**.
- We have various **mailing lists** to administer **committee** business including subcommittees. These operate on the basis of **legitimate interest** so that new committee members are, by default, signed up so they may keep up-to-date with business in order to serve reasonably in their post. As membership of the committee is formally for life, unless resigned, there is **no expiry date** for membership of these lists, but members **will be removed** if they make such a **request with the secretary**. Deactivated email addresses are automatically removed from the system.
- Finally, we have an **alumni mailing list**, maintained by the **secretary**, operated on the basis of **consent**, to which only **those who specifically request** are added.
- We have a **legitimate interest** in keeping a **list of demonstrators** at events, in order to ensure smooth operation of events, including being able to **contact the demonstrators**. In addition, since we provide food for our volunteers, they have a reasonable expectation for us to cater to their **dietary requirements**. In addition, demonstrators may **volunteer their medical details** to ensure their safe treatment in the unlikely event of an emergency and their incapacitation; correspondingly, they may also need us to be able to

get in touch with an emergency contact. Depending on the scope of the event, this information may include:

Name, crsid/email, phone number, college, year, DBS Status, Committee Membership, Subject (Area), Dietary Requirements, Medical Information, Emergency contact name and details, Travel details.

An **electronic version** of the data will be kept up-to-date by the **co-presidents, volunteers officer, child protection officer, or those responsible for coordination of an event**. A **single paper duplicate** will be kept in order to avoid loss of access in case of a mobile internet blackspot or low battery. The information may be **accessed by any committee member**, or with the **permission** of a committee member, **other people vital** to the operation of the event such as drivers who may be sent to collect people. Information, particularly **names or dietary requirements**, may be **passed onto event hosts and campsites** in order for them to be able to make appropriate provisions e.g. if they are offering food. The records will be **destroyed after the end of the events** to which they pertain, or if a more up-to-date (paper) version becomes available.

- **Contact details** - specifically names, phone numbers, email addresses and postal addresses - for our **contacts at venues** will be stored in our electronic **planning documents** and **venue database**. A paper duplicate will be stored for the purposes of access to the information just prior or during the event, and will be destroyed after the end of the event. We have a legitimate interest in keeping indefinitely contact details for venues that have expressed an interest in a (further) visit in order to be able to arrange an event at the appropriate time. We may also use these details to promote our events to our target audiences in local schools we have built a relationship with.
- We have a **legitimate interest** in keeping event sign-up forms for a period of a year for the purposes of monitoring the balance of volunteers.
- We have a **legitimate interest** in data provided specifically with regard to a **standalone social event** (such as post-event dinners) or **stash order** to contact participants about things such as, but not limited to, order details, payment, collection and reminders. This may include **important safety information** such as dietary requirements. Information may be **shared with named third parties** responsible for providing the goods or services required and will be anonymised in

the process where possible. Full information will be **kept until all transactions have been carried out and fulfilled** but **elements may remain in financial records**.

- **Bank details** may be processed by the **treasurer** on the basis of **legitimate interests**, as volunteers have a reasonable expectation that their **expenses should be processed swiftly**. The online system and financial records retain a list of **payees and their account details**. If payees object, they can opt to be paid by cheque instead.
- **Members of the public** may supply **email addresses** on feedback forms, on the basis of **consent**. These will be added to an appropriate mailing list for the **purposes of publicity**. Unsubscription may occur if the address becomes invalid, or if they write to the Publicity Officer or Committee Member who administers the list.
- **Volunteer names, email addresses and signatures** are recorded on the paperwork pertaining to **risk assessments and first aid incidents** on the basis of **legitimate interest** in being legally covered by **insurance**. This information is stored on paper for 4 years in case of an insurance related issue, for example an injury claim, in which case it may need to be shared with the relevant authorities.
- **Photographs** may be taken at our events and used for the purposes of **advertising** to the public, as part of **recruitment** or included in **reports** to sponsors, all of which may be **publicly available**. For visitors, these will be used on the **basis of consent**, which will be sought when the photograph is taken and **recorded on a photo permission form**; demonstrators will be given the opportunity to object when they sign up to volunteer, in which case they will not be photographed. These forms are **kept indefinitely** as copies of the photograph may remain in the public domain, even if they are no longer being actively used. Photos containing identifiable people from whom we have not received consent will be deleted.
- For “**Crash, Bang, Squelch!**” we use the online ticketing system **Eventbrite**. This stores information about people who have booked a ticket to part of this event. **Printed digests** of this list will be used on the basis of **legitimate interest**, so that committee members on the ticketing desk can check a list of the names and email addresses of those who have booked in order to confirm their entry. These are destroyed after the event. Contact details from the system may also be used to bulk email visitors to update them about the event/their booking. Users should consult the Eventbrite privacy policy for more details.

- Drivers may be required to **pass driving licence and other DVLA information to third parties** from whom we hire vehicles, with their consent.
- In accordance with CHaOS's Health and Safety Policy, drivers' licences are checked by the Society through the DVLA before driving to or from a CHaOS event and, on the basis of the driver's consent, a log is kept of:
*Full name, date of check, licence number, number of points on the licence.
This information is retained in electronic form for a period of one year from the date of the check.*
- Data may be held by **third party bodies online** through which users engage with CHaOS, such as Facebook.

Your rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, to otherwise restrict our processing, to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways. In particular, you have the right to withdraw consent at any time.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).