

RAPHAEL PILGRIMAGE  
APPENDIX 1  
PROCEDURES FOR COLLECTING, STORING, USING AND SHARING  
PERSONAL DATA

INFORMATION HELD

1 Information is held by the following:

INFORMATION HELD	HOLDER OF INFORMATION
<b>Personal Details</b> Names, such as gender, date of birth, marital status, qualifications, dietary and similar individual needs. <b>Contact Details</b> – postal and email addresses of members of pilgrimage.	Director; Treasurer; Chair of Trustees; Chief Nurse; Chief Handmaid; Chief Brancardier; Organiser of the Youth Group; the travel company
<b>Medical</b> information on pilgrims	Director; Chief Nurse;
<b>Personal Financial</b> information	Director; administrators of the Gilbert Thompson Memorial Fund.

STORAGE OF INFORMATION

2 Officers store information as follows:

OFFICER	INFORMATION	HOW STORED
Director	Application forms Names and addresses Medical Information Personal financial information	Paper record Personal Computer. Paper record Paper record
Chief Nurse	Application forms Names and addresses Medical Information	Paper records
Chief Handmaid	Names and addresses Personal information.	}Paper record }Personal Computer
Chief Brancardier	Names and addresses Personal Information	}Paper record }Personal Computer
Organiser Youth Group	Names and addresses Personal Information	}Paper record }Personal Computer
Treasurer	Names and addresses Payment records Accounts	Personal Computer Personal Computer Paper records and personal computer
Gilbert Thompson Memorial Fund Administrators	Application forms Names and addresses Personal financial information	Paper record Personal Computer Paper record
<i>Where personal details need to be kept, the paper record should be scanned into a computer and kept in a password protected file. The paper record should be shredded at the end of each current pilgrimage</i>		

## SECURITY OF INFORMATION

- 3 The charity has no central or public office.
- 4 Each officer normally keeps information in their own home. Officers may not store Pilgrimage data on their work computer systems unless the system is dedicated to their own private company or consultancy and for which they have control as the administrator of the system to guarantee the security of the information.
- 5 Officers are required to install systems (firewall, antivirus protection) to protect their computers from attack by hackers and malicious third parties.
- 6 Paper (manual) records should be kept securely in files marked 'Confidential to the Raphael Pilgrimage'. Each officer is responsible for its security.
- 7 Computer files holding personal data should be password protected either as a protected user of a shared computer or as individual files.
- 8 Alternatively, and preferably, files should be stored 'in the cloud' on 'One Drive', 'DropBox' or similar password protected systems.
- 9 Computer files should be backed up on a regular basis onto independent drives or discs to guard against catastrophic failure of the PC hard drive.

## SHARING AND TRANSFER OF INFORMATION

- 10 Personal information is provided by pilgrims for the purposes of running the pilgrimage and may not be used for other purposes without an individual giving expressed consent.
- 11 Information will be shared between officers of the pilgrimage on a 'need to know' basis.
- 12 Pilgrims who are involved in the direct care of sick pilgrims will also need to be informed of individual care arrangements to secure the welfare of the sick pilgrims on a 'need to know' basis.
- 13 Relevant information will be shared with the travel agent making the travel and accommodation arrangements for the pilgrimage for the particular year. The travel agent will also be bound by the same the use and protection of your information.

## RETENTION OF INFORMATION

- 14 Personal contact details will be kept indefinitely until the pilgrim asks that it be removed, the pilgrim dies or the contact address is not known due to removal.
- 15 Medical and care records will be retained by the Chief Medical Officer and Chief Nurse respectively for six years being the normal statutory limit for claims of negligence.
- 16 Accident/incident reports and critical events records will be kept for six years from the date of the accident/incident.

## HANDING ON RECORDS

- 17 When an officer relinquishes that particular responsibility, the records will be passed on to the successor, or in the absence of an appointment being named, to a person nominated by the trustees. Computer records, once transferred, should then be deleted.

## TRAINING AND ADVICE

- 18 Any officer of the pilgrimage who is uncertain about how to implement the above practices should contact the officer designated by the trustees to monitor the protection of data for the pilgrimage. That officer is currently Chris Woodward.

## BREACHES OF SECURITY

- 19 Breaches of security of data, when detected, will be investigated and reported to the trustees who will decide on appropriate action to prevent further breaches of a similar nature.

## MONITORING

- 20 The designated officer will remind officers on an annual basis, following their appointment, of this guidance and ask them to certify that they are adhering to its requirements.
- 21 Christopher Woodward is the designated Data Protection Officer for The Raphael Pilgrimage.
- 22 The Trustees have agreed the Data Protection Practice and Procedure. A review will take place in 2025

Tracy Ennis – Chair of Trustees

March 2022

APPENDIX 2



Charity No. 1098328

THE RAPHAEL PILGRIMAGE  
DATA PROTECTION:  
PRACTICE AND PROCEDURE

DECLARATION CONFIRMING UNDERSTANDING AND COMPLIANCE WITH THE  
RAPHAEL PILGRIMAGE DATA PROTECTION PRACTICE AND PROCEDURE POLICY

I [Name].....

As [Officer].....

Confirm:

- 1 that I have read and understood the current Raphael Pilgrimage Data Protection Practice and Procedure Policy;
- 2 that I will store and hold data for the post I hold, as set out in Appendix 1.
- 3 I will use my best endeavours to follow and implement the policy, and
- 4 draw to the attention of the Data Protection Officer any apparent breaches of the policy to ensure best practice is followed by all pilgrims.

Signed.....

Date.....