

Privacy Notice

Effective Date:

Version: DRAFT

Introduction

The Duke of Edinburgh's International Award Barbados ("Award Barbados") values your privacy and is committed to protecting your personal data. This Privacy Notice explains how we collect, use, and safeguard personal data in compliance with the Barbados Data Protection Act (BDPA).

Who We Are

Award Barbados is a youth development program aimed at empowering young people to achieve personal growth through non-formal education. As part of our operations, we collect and process personal data to deliver our services effectively.

What Data We Collect

We may collect the following categories of personal data:

1. **Participants:**
 - Name, date of birth, gender.
 - Contact information (email, phone number, address).
 - Emergency contact details.
 - Activity records, including evidence of completion.
2. **Guardians of Participants:**
 - Name and contact details.
 - Consent for participants under 18.
3. **Volunteers and Staff:**
 - Identification details (name, contact information).
 - Qualifications and certifications.
 - Criminal background checks (where applicable).
4. **Online Record Book (ORB) Users:**

- Progress logs, uploaded activity evidence, and communication logs between participants and leaders.

How We Collect Your Data

We collect personal data through the following methods:

1. **Direct Interactions:**
 - Registration forms completed by participants, guardians, staff, or volunteers.
 - Information provided during meetings, interviews, or training sessions.
2. **Online Platforms:**
 - Data entered by participants, leaders, and volunteers in the Online Record Book (ORB).
 - Information submitted through our official website or email communications.
3. **Third Parties:**
 - Background checks conducted by authorized agencies for volunteers and staff (where applicable).
4. **Automated Technologies:**
 - Activity tracking and progress monitoring through the ORB.

Why We Collect Your Data

We collect personal data for the following purposes:

- To register participants, volunteers, and staff.
- To monitor and evaluate participants' progress in the Award program.
- To maintain safety and contact in case of emergencies.
- To comply with legal and regulatory obligations.
- To communicate with stakeholders about program updates and opportunities.

How We Use Your Data

Personal data will only be used for the purposes stated above and will not be shared outside these purposes without your explicit consent, except as required by law.

How We Protect Your Data

We implement the following security measures to safeguard personal data:

1. Data encryption for electronic records.
 2. Secure storage of physical files in locked facilities.
 3. Restricted access to personal data on a need-to-know basis.
 4. Regular staff training on data protection protocols.
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How Long We Keep Your Data

We retain personal data for the following durations:

- Participant records: Five years after program completion.
 - Volunteer and staff records: Seven years after the end of their engagement.
 - ORB data: Retained according to the International Award Foundation's data retention policies.
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Your Rights

Under the BDPA, you have the following rights regarding your personal data:

1. **Access:** Request access to the personal data we hold about you.
2. **Correction:** Correct any inaccuracies in your data.
3. **Erasure:** Request the deletion of your data under certain conditions.
4. **Restriction:** Request a restriction on processing your data.
5. **Objection:** Object to data processing for specific purposes.
6. **Data Portability:** Request a copy of your data in a structured, commonly used format.

To exercise your rights, please contact our Data Protection Officer.

Sharing Your Data

Founder HRH The Duke of Edinburgh KG KT **Patron** HE Dame Sandra Mason FB GCMG DA SC LLD
Chairman of Trustees Sir Trevor Carmichael KA LVO SC **Chairman of Council** Mr. Stephen R. Smith
Barbados Registered Charity #3

We may share your data with:

1. **The International Award Foundation:** To administer the ORB and evaluate program delivery.
2. **Authorized third parties:** Such as IT service providers, under strict confidentiality agreements.
3. **Regulatory authorities:** When legally required.

Contact Information

For questions or concerns about this Privacy Notice, please contact:

Fabian Norville - Data Privacy Lead
The Duke of Edinburgh's International Award Barbados
Sheraton Mall, Sargeant's Village, Christ Church, Barbados
office@theawardbarbados.com
436-8754

You may also contact Ms. Lisa Greves, the Data Protection Commissioner at:
Data Protection Commission, Ministry of Industry, Innovation, Science and Technology,
5th Floor SSA Building,
Vaucluse, St. Thomas.
Email: lisa.greaves@barbados.gov.bb

Updates to This Notice

This Privacy Notice will be reviewed annually or as required by changes in legislation or organizational needs. Any significant updates will be communicated to stakeholders directly.

This policy was reviewed and approved by the National Award Council Executive on

_____ 2025, represented by the undersigned.

Stephen R Smith
Chairman of Council

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