

# PARTICIPANT CODE OF ETHICS

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in the community of the Church. The Award is committed to helping young people enhance their spiritual, physical, emotional and social development through participation in parish, school and community activities. In keeping with this ethos, the Award has drawn up a Code of Ethics for all participants.

Participants will:

- Abide by the Safeguarding policies and procedures already in place in their parish, school and community groups where the Award activities will take place
- Seek signed consent from parents/guardians to participate in activities and events associated with the Award
- Treat people with courtesy, dignity and respect
- Not engage in any behaviour that could be construed as bullying or abusive
- Not engage in any inappropriate physical contact
- Respect a person's right to privacy
- Act with particular care if visiting residential homes
- Avoid inappropriate language and/or sexually suggestive comments/jokes
- Abide by arrangements and procedures for participating in and leaving activities, events and venues
- Act according to agreed directions and regulations when carrying out fundraising activities for charities
- Report immediately to the Award leader or DLP (Designated Liaison Person) of the Diocese if they have any concerns about their own safety and well-being, or that of another participant
- Smoking will not be permitted whilst engaged in activities associated with the Pope John Paul II Award.
- Sign up to the Award Code of Ethics before beginning the Award

Participants found to be under the influence of alcohol or illegal substances during activities will be asked to withdraw immediately from the Award and their continued participation will be reviewed in consultation with their Award Leader and the Diocesan Pope John Paul II Award Committee.



## PRIVACY POLICY FOR POPE JOHN PAUL II AWARD PARTICIPANTS

### How the Diocese gets your information

The information we obtain may come from the following:

- Directly from you when you complete a Pope John Paul II Award application form
- From your parish
- From your school
- From a webcam / livestream in a Church you volunteer in
- From photos/videos we take at events you attend

### Why is your personal data processed?

- To process your application for the Pope John Paul II Award
- To administer your participation in the award programme and help you find suitable faith-based activities to be involved in for your required parish / social hours
- To communicate with you
- Your image may be recorded on CCTV, to ensure the security of our premises, equipment and IT systems and to ensure your safety when you visit the Diocesan office or other premises
- Your photo/video may be published on our website / social media / school presentations to promote the John Paul II awards or to spread the good news about the event (if you consent to this).
- For safeguarding purposes
- For consent to participate in the award and in case of emergencies
- To comply with legal requirements.

### Who does the Diocese share your data with?

The Diocese will share your personal data with other parties only in limited circumstances and where this is necessary to comply with a legal obligation, including safeguarding requirements. We may share your information with the following:

- Your parish
- Your school
- The Pope John Paul II Award Office, located in Derry
- Professional advisors and service providers (only when necessary and when the appropriate data processing agreement is in place.)
- Statutory agencies – only when necessary or legally required

### Your data protection rights

You have a number of rights under the GDPR and the Acts. These include the following: -

- **Informed** – you have the right to be informed about any personal data that we hold relating to you, including information as to the accuracy of the data and the purpose for which it is used;
- **Access** – you have the right to be given a copy of all of your personal data on request;
- **Rectification** – you have the right to have any inaccurate data held by us rectified free of charge;
- **Restriction** – where there is a dispute in relation to the accuracy or processing of your personal data, you can ask for a restriction to be placed on further processing;
- **Withdraw** – where we rely on your consent to process your personal data, you can withdraw your consent;
- **Object** – you have the right to object to the processing of your personal data;
- **Erasure** – you have the right to request us to delete your personal data, this is known as the "right to be forgotten";
- **Data portability** – you have the right to request us to provide you or a third party, with a copy of your personal data in a structured, commonly used machine-readable format.

The above rights are subject to certain exceptions and may be restricted in certain circumstances.

Rights may only be exercised by the individual whose information is being held by the Diocese or with that individual's express permission. We may request proof of identity for verification purposes before you can exercise any of these rights.

### Introduction

The Diocese is committed to protecting the personal data of all who interact with it. This Privacy Notice sets out important information about how the Diocese collects and uses the controller of your personal data. You should read this notice carefully and raise any questions you may have with the Diocesan Pope John Paul II Award Co-ordinator or the Data Protection Officer.

### What personal data does the Diocese process?

- Contact details such as your name, address, and email address
- Your school and parish
- Your date of birth, gender and religious denomination
- Parental/guardian names, consent and contact details
- Photographs/CCTV images/video images
- Reflection statements as part of the Award criteria
- Personal data which you otherwise voluntarily provide
- Health and Safety records including accident records if you have an accident on diocesan or parish premises

### Legal basis for processing your data

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6 (1) (a) where you have given your consent.
- Article 6(1)(b) which relates to processing necessary for the performance of a contract.
- Article 6(1)(c) to comply with legal obligations.
- Article 6(1)(d) in order to protect your vital interests or those of another person.
- Article 6 (1)(e) for the performance of a task carried out in the public interest.
- Article 6(1)(f) for the purposes of the Diocese's legitimate interest.

Where the information we process is special category data, the additional bases for processing that we rely on are:

- Article 9 (2) (a) where you have given your explicit consent.
- Article 9 (2) (b) where the processing is required in the field of employment and social security and social protection law
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
- Article 9 (2)(d) processing is carried out in the course of the Diocese's legitimate activities.
- Article 9(2)(f) for the establishment, exercise or defence of legal claims.
- Article 9(2)(g) processing is necessary for reasons of substantial public interest.
- Article 9(2)(h) for the purposes of preventative or occupational medicine.
- Article 9(2)(j) for archiving purposes in the public interest.

### How the Diocese stores your information

- We store your data in both manual and electronic format.
  - Manual files are kept in locked filing cabinets in Diocesan offices. There are no files in public areas and the offices are locked each evening.
  - Electronic files are stored using Microsoft Office 365's cloud-based services.
- Generally, personal data relating to the Pope John Paul II Award is kept while you are participating in the award and for up to 2 years after registering to participate. In some rare circumstances, it may be necessary to retain personal data for longer periods for safeguarding purposes.

### Contact

- If you have any queries, please contact the Pope John Paul II Diocesan Award Committee or the Data Protection Officer.