

## Data Protection and CISV Forms (1917)

### Legal Form (Child Travelling Alone Legal Form / Child Travelling with Leader Legal Form / Adult Legal Form)

How to gather	How to use	How to store	How to destroy or archive
<p>Everyone brings paper copies to camp; 1 original and at least 2 extra copies.</p> <p>Leaders or participants keep them securely while they travel and then give them to programme staff on arrival.</p> <p>Sending Chapters may keep a copy in addition to the original and 2 copies that are brought to the programme.</p> <p>If a participant has forgotten their form, or for some other reason it is necessary to send the form electronically, see the notes on page 4 of this document.</p>	<p>Staff/leaders/participants should:</p> <p>Show the form as proof in case medical consent is needed.</p> <p>Show the form as proof during travels, as needed, for entry/exit of countries.</p> <p>Take a copy of the form when going on home stays, excursions, etc.</p>	<p>Staff should keep forms in a locked and secure (preferably fire-proof) location at the campsite. Originals should be kept in a safe. Copies can be kept elsewhere for easy access (but still securely stored with limited access). One set of copies should be kept in a transportable container (bag, suitcase or similar) to be taken on excursions etc.</p> <p>This container must be kept either locked away or under constant supervision by a member of staff.</p> <p>Staff should give a copy to host families to hold while they are hosting. Staff are responsible for getting the form back when the hosting is over.</p>	<p>It is a good idea for host Chapters/NA to keep a copy of the form permanently, as it gives us permission to retain their data, and use images, videos, etc. from the programme. The Chapter or NA should keep the forms in a locked location (for instance, a safe). Extra copies must be destroyed.</p> <p>At the end of the programme, staff should give the original forms and copies back to the leader/participant for them to keep or destroy when they get home. It is important to have the form for the return journey. On arrival home, a leader should return the original form and any copies to the parents.</p> <p>If you find copies later on, destroy them securely.</p>

**Notes:** There is a section in the Legal Form explaining how we use it and the Health Form. Parents/participants consent to this use. It is elaborated on the last page of the form.

### Health Form

How to gather	How to use	How to store	How to destroy or archive
<p>Everyone brings paper copies to camp; 1 original and at least 2 copies.</p> <p>The leader or participant keeps them securely while they travel and then give them to programme staff on arrival.</p> <p>Sending Chapters may keep a copy in addition to the original and 2 copies that are brought to the programme.</p> <p>If a participant has forgotten their form, or for some other reason it is necessary to send the form electronically, see the notes on page 4 of this document.</p>	<p>Given to medical professionals as needed. Staff use to note allergies and special needs or considerations.</p> <p>Taken on excursions, home stays, etc.</p> <p>If someone (or their parents) needs to make a medical insurance claim, they may need to provide this form.</p>	<p>Staff should keep forms in a locked and secure (preferably fire-proof) location at the campsite. Originals kept in a safe. Copies kept elsewhere for easy access (but still securely stored with limited access). One set of copies should be kept in a transportable container (bag, suitcase or similar) to be taken on excursions etc.</p> <p>This container must be kept either locked away or under constant supervision by a member of staff.</p> <p>Staff should give a copy to host families to hold while they are hosting. Staff are responsible for getting the form back when the hosting is over.</p>	<p>At the end of the programme, staff should give original forms and copies back to the leader/participant for them to keep or destroy when they get home. It is important for the leader/participant to have the form for the return journey. On arrival home, a leader must return the form to the parents.</p> <p>If you find copies later on, destroy them securely.</p>

**Notes:** There is a section in the legal form that explains how we will use this form and the health form. Parents/participants consent to this use. Health information is particularly sensitive and personal and you must treat this with extra care.

**Address List (Built into the PDPEF)**

How to gather	How to use	How to store	How to destroy or archive
Contact details can be given via the Delegation Information Form and Individual Participant Information Form, or at the start of the programme.	Staff must add the address list information as part of completing the online PDPEF. The address list information is kept by CISV International for historical records.  Staff may share the address list of a programme’s participants only with the participants at that programme.	Securely so only participants (incl. leaders and staff) from the programme and the CISV International Office can obtain access.  I.e. stored in a secure cloud folder with access limited to only confirmed participants from the specific programme – google drive or OneDrive/SharePoint are currently GDPR compliant options.	CISV International will keep all address lists information in a secure archive at the International Office.  The participants of the programme may retain their copy of the list for their personal use.  The host National Association may keep a copy in their archive.
<b>Notes:</b> There is a section in the legal form that explains that we will collect and use this information. Parents/participants consent to this use. This is elaborated on the last page of the form which notes that this information is shared with other participants in the programme.			

**Delegation Information Form / Individual Participant Information Form / Travel Information Form**

How to gather	How to use	How to store	How to destroy or archive
These forms are available in either an Excel or Word template, which is provided by CISV International. It is optional to use these templates.  Participants, or their parents, fill out the form digitally and send it to programme staff by email OR fill it out as online form (Google-form or similar). See the notes on page 4 of this document for additional guidance.	Programme staff may use this form to prepare as they plan the camp/programme.  Staff may also use the information given in the form if they need to contact the participants or their families before the participants arrive	The form should be kept securely, so only programme staff (and the planning committee, if there is one) can access it.  Staff should store the form in a secure cloud folder. Staff must make sure that access to the folder is limited to only the staff and/or planning committee for the specific programme – google drive or OneDrive/SharePoint are currently GDPR compliant options.	When the programme is over, the address list has been completed, and the forms are no longer needed, they should be deleted from all folders and email accounts. Any printed forms should be destroyed securely.

**Incident Report Form**

How to gather	How to use	How to store	How to destroy or archive
This form is filled out by an individual and sent to an email address that is part of the International Office system.	CISV International use the completed forms to investigate, follow-up, and analyse issues.  IRFs may be shared via email to known recipients/officials. IRFs will often be either redacted or encrypted depending on the sensitivity of the content.	CISV International stores all IRFs securely on local network drives.  CISV International staff store the most recent IRFs in a restricted area of the CISV International intranet (SharePoint).	Copies of all IRFs are stored securely at the International Office.  Local and National Risk Managers should ensure that IRFs in their National Association are only kept if necessary, and that they are stored in secure systems.

**Programme Director’s Planning and Evaluation Form (PDPEF)**

How to gather	How to use	How to store	How to destroy or archive
<p>This form is digital and programme staff fill it out online.</p> <p>Once staff have completed the online form, the data will be exported by the International Office. A redacted copy of the PDPEF will eventually be made available to the National Secretary and National Risk Manager on SharePoint.</p>	<p>The completed form is used by:</p> <ul style="list-style-type: none"> <li>• CISV International to evaluate programmes.</li> <li>• The host NA to take note of the evaluation of campsite.</li> </ul> <p>CISV International will share staff/leader feedback with the relevant National Risk Managers via CISV International SharePoint for their consideration in future recruitment and training efforts.</p>	<p>All PDPEF data is stored securely at the International Office.</p> <p>Anonymized data may be shared with relevant CISV entities through SharePoint.</p> <p>Personal data may be shared with Regional and International Risk Managers through SharePoint.</p>	<p>All PDPEF Data is stored securely at the International Office.</p> <p>Staff/leader feedback must be treated confidentially and stored securely within the NA.</p>

**How to handle the sharing of information prior to a programme**

Before any programme it is necessary for the staff and/or planning committee to get certain information from the participants to prepare the site, food, host families, etc. This will mostly be the information that participants or their parents have given in the Delegation Information Form and/or the Travel Information Form.

To handle this information, we advise:

**Option 1:** Documents can be uploaded to the document library within the relevant programme page in myCISV (insert screen shot). Everyone registered and approved for that programme can see items shared there. So if the information is sensitive (e.g. health information), the document can be password protected or encrypted (see below) and the password can be sent to the programme staff member separately.

If either staff or participants feel it is necessary to further encrypt and protect the data being sent, then we suggest the following:

1. The staff create a secure password and share it with those who wish to encrypt their data via WhatsApp, Viber, Text messages, phone call, Facebook messenger, or similar.
2. Those who wish to encrypt their data before sending it download 7zip from <https://www.7-zip.org/> - they then use that programme to create an encrypted zip-file with the data they wish to share using the password given to them by the staff.
3. They then upload the encrypted zip-file to MyCISV programme page, where the staff can open the file with the agreed upon password. Then the same considerations as above apply.

**Option 2:** The staff sets up a Google or Microsoft form to capture the information. Google and Microsoft forms are SSL-encrypted and GDPR-compliant, if another platform for forms is also GDPR-compliant and SSL-encrypted, then that is also an option. This form can be set up to capture the same information as the Delegation and Travel Information Forms, thus making it unnecessary to use those form. The staff must:

- Consider carefully what data they actually need from the participants and only ask for what they need.
- Make clear to those filling out the form why they need the data, who it will be shared with, how it will be used, and what will happen with it after the programme.
- Restrict access to the responses, so only those who need to know have access.
- Ensure that any data and copies of the data is destroyed when it is no longer needed.

**Option 3:** The staff sets up 1 shared email account on a trusted email client (Gmail, Microsoft, or others that are GDPR-compliant). Participants are asked to send their information to that email account. The staff must:

- Consider carefully what data they actually need from the participants and only ask for what they need.
- Make clear why they need the data, who it will be shared with, how it will be used, and what will happen with it after the programme.
- Restrict access to the data, so only those who need to know have access.
- Ensure that any data and copies of the data is destroyed when it is no longer needed.

If either staff or participants feel it is necessary to further encrypt and protect the data being sent, then we suggest the following:

4. The staff create a secure password and share it with those who wish to encrypt their data via WhatsApp, Viber, Text messages, phone call, Facebook messenger, or similar (**not** email).
5. Those who wish to encrypt their data before sending it download 7zip from <https://www.7-zip.org/> - they then use that programme to create an encrypted zip-file with the data they wish to share using the password given to them by the staff.
6. They then send the encrypted zip-file to the staff/camp email account, where the staff can open the file with the agreed upon password. Then the same considerations as above apply.

**Note Beware: Option 1 or 3 are also useful for any Health or Legal Forms that have to be sent digitally due to incomplete or missing forms during the check at the campsite upon arrival.**