

Hants and Dorset Christian Youth Camps – Privacy Notice for Supporters

1. What is the purpose of this document?

Hants and Dorset Christian Youth Camps (“H&DCYC” or “we”) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR). It applies to everyone who receives our prayer update emails.

H&DCYC is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract between us and you and it may be updated at any time. It is important that you read this notice, so that you are aware of how and why we are using such information.

2. Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

3. The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Information to allow us to process a Gift Aid donation (if applicable).

4. How is your personal information collected?

We collect personal information about you directly from you.

5. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your

personal information in the following circumstances:

1. Where we need to comply with a legal obligation.
2. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be very rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest.

6. Situations in which we will use your personal information

We need all the categories of information in the list above (see paragraph 3), primarily on the basis that it is necessary for our legitimate interests to update you about the camps we run so that you can continue to support us through prayer and giving (if applicable), and your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Emailing you prayer updates about the camps we run.
- Processing any donations you make to us, including claiming Gift Aid (if applicable).
- Dealing with any legal disputes involving you.

7. If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to send you our updates and/or process your donation.

8. Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

9. How we use particularly sensitive personal information/criminal convictions data

We do not hold any information about your criminal convictions, or any special categories of personal data (such as information relating to your health, politics or ethnic origin).

10. Automated decision-making

We do not intend to take any decisions about you using automated means. We will notify you in writing if this position changes.

11. Data sharing

We may have to share your data with third parties, including third-party service providers (for example if we store your data on a cloud storage system provided by a third party).

We require third parties to respect the security of your data, to keep it confidential, and to treat it in accordance with the law.

Why might you share my personal information with third parties?

We do not envisage sharing your personal information outside of H&DCYC, unless required by law, or where we have another legitimate interest in doing so (for example if we store your data on a cloud storage system provided by a third party).

12. Data security

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those acting on behalf of camp, leaders and other third parties who have a need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will only retain your personal information for as long we need it to fulfil the purposes we collected it for (including to satisfy any legal, accounting, or reporting requirements and to defend any claims.) To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. If you notify us that you no longer want to receive our updates, we will securely destroy your personal information in accordance with applicable laws and regulations.

13. Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). If you ask us, we will give you a copy of the personal information we hold about you so that you can check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information. You can ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to exercise any of these rights, please contact the Trustees in writing (trustees@hdcyc.org.uk).

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, if your request for access is clearly unfounded or excessive we can choose either to charge a reasonable fee or to refuse to comply with the request.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is to ensure that personal information is not disclosed to any person who has no right to receive it.

14. Right to withdraw consent

Where you have provided your consent to us holding and processing your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact the Trustees. Once we have received notification that you have withdrawn your consent we will no longer process your information, unless we have another legitimate basis for doing so in law.

15. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the Trustees of H&DCYC (trustees@hdcyc.org.uk).