



Cumbria Christian Youth Camp Trust

Data protection privacy notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation, (the "GDPR"). This new data protection regulation was effective from 25th May 2018.

2. Who are we?

The 'Cumbria Christian Youth Camp (CCYC)' Trustees are the data controllers, who decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of 'CCYC' complies with its obligations under the GDPR by:

- keeping personal data up to date
- by storing and destroying it securely
- by not collecting or retaining excessive amounts of data
- by protecting personal data from loss, misuse, unauthorised access and disclosure
- by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer campers details on a camp by camp basis. (Parental permission is given from a parent or guardian to the information on the application form).
- To manage details about our volunteers ('Leaders'): including Safeguarding requirements
- To maintain our own accounts and records, (including the processing of gift aid applications from our supporters)
- To inform the Campers and Leaders of the details of the Camp and associated re-union

Website usage

'CCYC' uses Google Analytics to generate usage information of our website, ('ccyc.uk').

This information is not shared with third parties.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can manage the running of the camp, keep the Campers and Leaders informed of the Camp and re-union and to process gift aid donations to the work from our Supporters.

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Charity No: 510036

- Legitimate Interest - where processing is carried out by a not-for-profit body such as a charity provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will be used by the Trustees of CCYC for the purposes connected with 'CCYC'.

We may well from time to time provide our supporters with an update and information relating to the work of 'CCYC'.

We may be required to share your information with the following:

- HMRC for gift aid claims
- Thirtyone:Eight (formerly CCPAS) and Disclosure and Barring Service (DBS) for the purposes of processing DBS checks for volunteers ('Leaders') and any Safeguarding requirements.

We will not share or sell your details with any third parties.

6. How long do we keep your personal data?

'CCYC' is run on an annual basis so the details relating to the camper applications are held for the year of application and to enable us to send details for the following year.

Volunteers ('Leaders') details will be kept for the camp itself and also to provide details for future camp activities as well as retaining details as part of the Safeguarding requirements.

In relation to supporters, we retain any details to provide them with information relating to the camp, as well supporting gift aid applications via HMRC.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Trustees of 'CCYC' holds about you
- The right to request that the Trustees of 'CCYC' corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the Trustees of 'CCYC' to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable)

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints contact the named people mentioned within the document.

10. Review date

This privacy notice will be reviewed in November 2021.