



NEFYN CAMPS

D2 PRIVACY POLICY			
Version:	1.0	Owner:	Board of Trustees
Date Approved:	20/05/2024	Author:	DAVC
Date Effective:	20/05/2024	Date of Next Review	Spring 2027
Review Frequency	3 years		

Introduction

This privacy policy sets out how Nefyn Camps uses and protects any information that you give to us. Nefyn Camps is committed to ensuring that your privacy is protected. Should we ask you to provide any information by which you can be identified, we will only use it in accordance with this privacy policy.

For the purpose of Regulation (EU) 2016/679 (the "General Data Protection Regulation" or "GDPR") and the Data Protection Act 2018, the data controller is: Nefyn Camps, info@nefyncamps.co.uk or telephone 07876 144446. The information you provide will be held in accordance with Data Protection legislation and used by Nefyn Camps to supply the services which you have requested and comply with legislation.

What Information do we process and store

- a) To serve in a Nefyn Camps team as a volunteer or as a Trustee, we process application forms, reference forms, vetting checks and updates through DBS. As part of an Nefyn Camps team, we may process various forms and information such as training in line with our agreement. Any medical information provided is held in strictest confidence with your consent for your wellbeing. Any criminal record or vetting information provided is held in strictest confidence with your consent to comply with our legal obligations. We keep records of all camp leaders, campers, parents/guardians and volunteers on our secure database. This is to comply with our legal obligations and to keep in touch when we have your consent.
- b) To process donations for our work, we process the information you provide via our booking system, letters and emails, with your consent. Our website camp fee/leader donation processing is Payment Card Industry PCI-compliant. We record donations on our secure database to comply with our legal obligations, and to keep in touch when we have your consent.
- c) To book onto a camp or event, we process application forms from parents and children - via paper, email, electronic forms, social media or our websites – with your consent. We may also keep bursary application forms, event sign-in sheets and feedback forms with your consent. We complete and retain accident, incident and safeguarding reports, as well as adequate records of attendees, schedules and activities locally to comply with our legal obligations. Where consent has been given, we may also take photos, recordings and videos for records and communications. Any medical information provided by you is held in strictest confidence with your consent for your or your child's wellbeing.
- d) To help you stay in touch with Nefyn Camps, we record your communication preferences on our secure database by processing website contact sign-ups, social media requests, emails, calls, electronic forms, consent paragraphs on various forms. You can amend or stop our communications from us at any time by info@nefyncamps.co.uk or by post to Nefyn Camps, 5 Bluebell Wood, Leyland, PR25 3ZF. We will only communicate with you when we have a



legitimate interest to do so, where you have given your consent, or where we have a contract with you:

- e) We may contact you by post or telephone where we have a legitimate interest to do so. Examples include updating recent donors about how their donation has helped other people, or updating group and camp attendees about the next event. If you have asked us not to contact you in this way, we will always respect this.
- f) We also stay in touch through our Facebook, Twitter, Whatsapp and Instagram pages. Each social media provider has contractual conditions which are agreed to by you before you use. These can be reviewed and amended by you in the “Settings” of your social media account.
- g) Some people tell us about their experiences with Nefyn Camps to encourage other people. They may volunteer, use our resources, sit on committees or participate in ministry. The information may be sensitive and include details of their religious views, affiliations and lives, in addition to biographical and contact information. If we have consent, we may use these stories in communications, but only as agreed in advance for each publication or media recording.
- h) To manage camps we process Leader and Volunteer application forms and record these on our secure database to comply with our legal obligations. Camp leaders will process application forms with your consent and will complete and retain accident, incident and safeguarding reports, as well as adequate records of schedules and activities locally to comply with our legal obligations. Where consent has been given, camps may take photos, recordings and videos for records and communications. Any medical information provided by you on application forms is held in strictest confidence for your wellbeing with your consent. Any criminal record or DBS information provided during application is held in strictest confidence with your consent to comply with our legal obligations.
- i) To pay suppliers and expenses, we process information with your consent that is provided on forms, invoices and our expense reimbursement application. Supplier and volunteer payments are created and authorised on our financial system. All are paid by instruction to our bank. We record all payments in our financial system to comply with our legal obligations.
- j) To respect the views of children aged 13 or over, we seek and record their consent on application forms and other permission forms, in addition to their parent or legal guardian. For children under the age of 13, we secure and record the consent of their parent or legal guardian.
- k) To respect the privacy of our supporters and the integrity of the information that you have trusted to us, we do not append externally-sourced data to your information, and we do not use artificial intelligence to make automated decisions about the services and costs that we offer to you.

Who has access to my information?

- We will never sell, swap, give away or lease your personal information to third parties unless we are required to do so by law.
- We are committed to ensuring that your information is secure and are aware that a connection with Nefyn Camps can infer religious beliefs – a special category of personal data in Data Protection legislation.
- Where you have chosen a password to be able to access the bookings system If you become aware that someone may know your password, please change it online or contact us by telephone on 07876 144446 to arrange for it to be changed.



How long do you keep my information?

- We keep your personal information for only as long as is necessary to carry out our work or comply with legal and insurance requirements.
- We have a data retention policy which requires us to delete personal data that is no longer required for the purposes you have approved and our legal and insurance obligations – at least once per year.

What about links to other websites?

Our website can contain links to other websites which are not managed by Nefyn Camps. If you follow these links, we cannot be responsible for the protection and privacy of any information which you provide on those websites, even if you access them from our website. You should exercise caution and study the privacy statement for the website in question.

What are my rights?

- You may request details of the personal information which is being processed or is held about you. You may also ask us to correct, delete, transfer or stop processing your personal information. Please request info@nefyncamps.co.uk or by post to Nefyn Camps, 5 Bluebell Wood, Leyland, PR25 3ZF
- If we change how we process, use or store your information, or otherwise change this policy, we will update you if you have consented to us contacting you. You may also ask us to stop processing or to delete your information in whole or in part at any time.
- If you feel that a request has not been properly responded to, please contact the Data Protection Officer by email to the chair of trustees hsidwell@gmail.com or by post to the address above.
- If the issue remains unresolved, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or by telephoning 0303 123 1113 at your local rate, or by post to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF.