



Young People's Bible Camp

General Privacy Policy

Completed: 7th April 2022

Our Contact Details:

Name: Young People's Bible Camp

Website: www.ypbc.org.uk

Email: contactypbc@gmail.com

Phone Number: 07960796518

We do not have a central office or IT system. In the framework of data protection, Young People's Bible Camp is a non-profit body which is exempt from registration with the ICO, according to their own guidance.

The Type of Personal Information We Collect:

- Parent/carers personal information (such as name and address)
- Children/campers personal information (including date of birth)
- Attendance information (such as camps, events, sessions, and activities attended)
- Relevant medical information
- YPBC leaders' personal information
- Any other relevant information including contact information
- If you contact us through our website, your correspondence will be processed in order for us to administer a response. The data that pertains to this process includes your name, email address, and the contents of your message.

How We Get the Personal Information and Why We Have It:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To communicate with parents/carers
- To communicate with individuals
- To support each child/camper
- To provide appropriate care
- To meet safeguarding requirements

Most of the information that you provide is given to us on a voluntary basis. To comply with the General Data Protection Regulation, you are given the choice whether or not to give us the information. However, without it, it may mean that the child will be unable to participate in

camps/sessions/activities run by YPBC. Relevant information will be shared within the organisation with YPBC leaders to allow them to fulfil their roles e.g., first aiders will need to be aware of any medical requirements. The information will only be shared if the YPBC leaders require the information to ensure that people are safeguarded. All information shared within the organisation remains confidential on a 'need-to-know' basis. If information needs to be shared outside of the YPBC organisation for any reason, consent will be granted by the individual (or individual's parents/carers if under the age of 18). We do not share information without consent unless the law or our policies allow us to do so.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting us through our website at www.ypbc.org.uk/contact, or by sending us an email at contactypbc@gmail.com.
- We have a vital interest.
- We have a legitimate interest.

How We Store Your Personal Information:

We hold data for as long as we feel necessary or to comply with recommended guidelines. For campers' data, this will be for the duration of the time that the child regularly attends a session/activity/camp run by YPBC or is eligible to attend. Health and safety records will be kept for five years only. Accident records will be kept for three years only. Records relating to child protection will be kept until the child reaches the age of 25. Leaders' information will be kept for as long as is necessary to comply with safeguarding requirements and for as long as the YPBC Camp Leaders need to communicate with them regarding camp and activities associated with Young People's Bible Camp.

All YPBC Committee Members, and Leaders, who 'use' personal data are volunteers and understand the importance of keeping data secure. Computers and phones are all password protected. Your information will be securely stored. All paper-based information is securely stored. All computer-based information is stored on password protected devices. All computer files which contain personal information are encrypted. Online YPBC booking information is processed online through our website host (please see YPBC Website Privacy Policy for more information). We will dispose of paper-based information by shredding. We will then check that there is no identifiable information remaining on the paper; this will then be recycled. We will dispose of computer/online based information by deleting it from all devices, online platforms, and then computer bins, and then, if necessary, automatic backup systems. If documents and information have been sent and received through an emailing system, these will also all be deleted, and then deleted again from the 'bin', 'trash' or 'deleted emails' email folder.

Your Data Protection Rights:

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
- If you wish to make a request, please contact us through our website at www.ypbc.org.uk/contact-us, or by sending us an email at contactypbc@gmail.com.

How to Complain:

If you have any concerns about our use of your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/>.

If you would like to discuss anything in this Privacy Policy, please contact Young People's Bible Camp via our website at www.ypbc.org.uk/contact or email contactypbc@gmail.com.