

# Privacy Policy

In order for us to fulfil our responsibilities to our service users, Essex Christian Camp will need to record personal information about you. This privacy statement will give you a clear understanding of who we are and how we use and protect any information that you give us when you use this website or give us your personal details. We endeavour to protect your privacy and ensure transparency in the processing of your information.

## **Our details**

Essex Christian Camp (ECC), a Charitable Incorporated Organisation, Registered Charity No. 1171021.

## **Our legal basis for collecting your personal information**

*Service users' registrations, staff applications and registrations*

We collect personal information from camper registrations and team applications on a [legitimate interest basis](#). We use this information to ensure that we meet government requirements for safeguarding and to ensure we provide the appropriate care for the children and the staff team.

*Marketing and Support*

Personal information for the purposes of marketing our services and updating our supporters is collected on a [consent basis](#). Consent can be withdrawn at anytime by following the steps outlined below.

## **Processing and collecting information**

ECC processes personal data as both a processor and as a controller, as defined by the General Data Protection Regulation (GDPR), 2018.

## **What information do we collect about you?**

We collect information from you when you register to attend Essex Christian Camp, apply to be a team member, make a donation or ask to receive regular updates of our work. This information will be used for the purposes of delivering services and information to you and to communicate information about Essex Christian Camp and other events run by us throughout the year.

*Camp registration and staff applications*

When you register your child to attend ECC we will collect your name, address and contact/emergency contact details as well as the names, ages and dates of birth and medical details of the children you are

registering. This information will be initially submitted either through the website booking page or via the postal application form, and subsequently via consent and health information forms in paper format.

#### *Marketing and Support*

The ongoing work of ECC is sustained by donations received through churches, trust funds and individuals. It is therefore important that the information we hold is relevant and updated regularly.

#### *Accounting*

We have to record any income received for auditing purposes, to produce our annual accounts, to monitor income received and to claim Gift Aid tax rebates.

#### *E-mail communications*

We receive and store your e-mail address when you fill in one of our online forms and also if you request regular updates of the work of ECC.

Website usage information is collected using cookies. Information about what cookies are and what we do with the data we collect can be found [below](#).

### **Sharing your information**

We will share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- we are protecting your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our or others' rights, property or safety.

We will never give, sell or lease your personal information to anyone outside of ECC.

### **Storing and protecting your personal information**

#### *Service users & staff details*

All personal information pertaining to service users and staff is handled only by authorised persons within ECC. It is stored on a password protected computer and hard copies are kept securely locked away.

#### *Marketing & supporters*

All personal information pertaining to marketing and regular updates for our supporters will be held in a centralised, online, secure database which can only be accessed by authorised persons within ECC.

We will not hold information for longer than necessary to achieve the task for which the information was collected. In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

## **Marketing**

We would like to send you information about camps and other ECC events which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us.

## **Accessing or correcting your information**

You may request details of personal information which we hold about you. A small fee may be payable. If you would like a copy of the information we keep on our systems about you please write to the address above. We will provide all data we hold within 30 days.

If you believe that any information we are holding is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect. You can ask us at any time to delete the information we hold on you by emailing [admin@essexchristiancamp.com](mailto:admin@essexchristiancamp.com) or by writing to us.

## **Cookies**

When someone visits [www.essexchristiancamp.com](http://www.essexchristiancamp.com) we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. ECC uses cookies to allow us to find out more about how people use our website so that we can improve it and make it more user friendly. You may delete and block all cookies from this site, however in a few cases some of our website features may not function as a result.

## **Changes to our privacy policy**

This privacy policy will be kept under regular review and any updates will be posted on this web page.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by email or write to us at: Essex Christian Camp, 9 Firecrest Road, Chelmsford, Essex, CM2 9SN.