



YCYH Privacy Notice

Respecting you and the data you share with us is really important to us. This Privacy Notice sets out the ways in which we use your personal information, your rights and the options available to you.

York Christian Youth Holidays (registered charity 1112447) (YCYH) is committed to protecting your privacy. We aim to respect any personal information you share with us, or that we receive from others, and keep it safe. Certain personal information is required by us in order to fulfil our obligations when providing residential holidays and other services; without it, your use of our services may be impaired.

1. WHEN DO YOU COLLECT INFORMATION ABOUT YOU?

a. When you give it to us directly

Through personal information that you submit through our website or on activity booking forms (e.g. when booking a place on an activity; or when you communicate with us by email, phone or letter).

b. When it is available publicly

Your personal information may also be available to us from external, publicly available sources.

c. When you visit our website

When you visit our website, we may collect the following types of personal information:

- Technical information, including the IP address used to connect your device.
- Details about your visit to our website, e.g. the URL click stream to, through and from the website, services you viewed, page response times, etc.

2. WHAT PERSONAL INFORMATION DO YOU USE?

We may collect, store and use the following categories of personal information:

- Your name and contact details, including address, telephone number and email address, date of birth, medical information, religious affiliation, including church or youth group affiliation;
- Your position in an organisation, and the work that you do there;
- Information about our services which you use/which we consider may be of interest;
- Any other personal information which you choose to share with us or we obtain.

3. WHY DO YOU NEED MY PERSONAL INFORMATION?

We collect and use your personal information in the following ways:

a. To administer and provide services

When you request one of our products or services, we use information about you:

- To administer the agreed service and monitor any payments;
- To contact you about the service (e.g. for payments or renewal purposes);
- To administer our website, keep it secure and present content in the most effective manner;
- To fulfil regulatory responsibilities required of us when providing those services.

We cannot provide the services unless we use the information about you in this way.

b. Do what we are required to do by law

Sometimes we are required by law to use information about you:

- To help prevent and detect crime (e.g. the prevention or detection of safeguarding issues); and
- To comply with a legal or regulatory obligation.

c. To inform you about and promote our other activities

If you have given us permission to, we will also contact you to keep you up-to-date with other YCYH activities, and services that we think may be of interest to you. You can change this consent and opt-out at any time by contacting the office at office@ycyh.org.uk, or writing to us at 35 Bramley Garth, York, YO31 ONQ.

4. WHO MIGHT YOU SHARE MY INFORMATION WITH?

We will disclose some of your information to agents, statutory bodies and suppliers in order to provide our services to you. Those parties may include email marketing providers, etc. If required to by an appropriate authority (e.g. police, doctor) we will disclose some of your personal information.

We do not sell your personal data or information to any third party organisations.

5. HOW LONG WILL YOU HOLD A RECORD OF MY INFORMATION?

We keep your data for as long as it is necessary to provide the services that you have asked for, and to meet our legal obligations. As a general rule, we will keep your data for 10 years after the activity has been completed. After the activity that you participate in has been completed we will archive the information and will only access it if a query or complaint is made relating to your participation in the activity or if you apply for another activity. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it, or (iii) you validly exercise your right of erasure, we will remove it from our records at the relevant time.

6. WHAT ARE MY RIGHTS?

- Where we rely on your consent to use your personal information, you have the right to withdraw it at any time, including the right to stop using it for marketing purposes, or to unsubscribe from our email list at any time.
- You have the right to ask for a copy of the information we hold about you. If there are any discrepancies in the details we provide, please let us know and we will correct them.
- If you want to access your information, send a description of the information you want and proof of your identity by post to York Christian Youth Holidays, 35 Bramley Garth, York, YO31 ONQ .
- We do not accept these requests by email to ensure that we only provide personal information to the right person.

If you have any questions, please contact us on office@ycyh.org.uk. For further information, see the Information Commissioner's guidance at www.ico.org.uk.

7. OTHER IMPORTANT INFORMATION

7.1 Security and storage of personal information

YCYH is committed to keeping your personal information safe and secure. We have appropriate and proportionate security policies and organisational and technical measures in place to help protect your personal information.

7.2 Lawful basis for processing your personal information

The GDPR requires us to rely on one or more “lawful basis” to use your personal information. We consider the bases listed below to be relevant:

- Where you have provided your consent for us to use your personal information in a certain way (for example, to send you details of camps or prayer points).
- Where necessary so that we can comply with a relevant legal obligation (e.g. with regulatory bodies which govern our work and services).
- Where necessary for the performance of a contract to which you are a party (e.g. as an attendee at an YCYH organised activity including publishing and displaying lists of names for rooms or teams at the venue).
- Where there is a legitimate interest in us doing so, such as if it is reasonably necessary to achieve our or others’ legitimate interests (as long as that use is fair, balanced and does not unduly impact your rights).
- Where necessary for the performance of a contract with a supplier (e.g. a specialist organisation providing a service on an YCYH event under a contract with YCYH).

In broad terms, our “legitimate interests” means the running of YCYH as a charitable entity and pursuing our aims and ideals (e.g. to provide a range of residential holidays and other activities). In such cases, we consider and balance any potential impact on you and your rights under data protection laws.

7.3 Lawful basis for processing Special Category Data

The GDPR requires us to meet one or more conditions for the processing of Special Category Data. We collect Special Category Data on religion in order to meet the objectives of the charity. (Ref: Article 9(2)(d)). We collect Special Category Data on medical history and allergies in order to protect your vital interests (i.e. to be able to arrange catering options to avoid allergies or arrange medical help where required and where the subject is unable to give consent at the time including where the subject is underage and the legal guardian is not present to give consent). (Ref: Article 9(2)(c)). All Special Category Data is provided by you and you provide your consent to process it for the specified purposes when you apply for the activity.

7.3 Links and third parties

We link our website directly to other sites. This Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

8. Changes to This Notice

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an updated notice on our website. This Notice was last updated on 30 May 2018.