



DATA & PRIVACY POLICY

Sanctuary Christian Camp is a summer camp held in North Yorkshire. Organised and run by the Sanctuary Christian Camp trustees - associated with churches in and around Rossendale in Lancashire.

Data Protection Statement

Sanctuary Christian Camp will securely store your data and use only for Sanctuary Christian Camp ministry and mission. We'll periodically let you know about information and events and all that is happening in the life of Sanctuary Christian Camp. Your details will only be used by Sanctuary Christian Camp and not disclosed to third parties. You can opt-out of Sanctuary Christian Camp communications at any time - just let us know by contacting sanctuarychristiancamp@gmail.com

Privacy Policy

When you provide personal data to Sanctuary Christian Camp you are trusting us with your information. We understand that this is a big responsibility and we have built this policy as we recognise the right of people to keep their personal information private.

This privacy policy tells you how we deal with your personal data and privacy when you use or supply information on the Sanctuary Christian Camp Website or through social media links, or if you supply personal information via another means to Sanctuary Christian Camp. We want to help you understand what information we collect, why we collect it and what we do with it.

Data Protection

This policy also explains how Sanctuary Christian Camp and their website comply with the Data Protection Act 1998 (DPA), the General Data Protection Regulation (GDPR) May 2018, and the Privacy and Electronic Communications Regulations.

There are governing principles that must be followed in relation to the processing of data about individuals including that data should be:

- Processed fairly and lawfully
- Obtained for one or more specific purposes
- Relevant and necessary
- Accurate and up to date
- Kept no longer than needed
- Processed in accordance with individual's rights
- Protected and kept securely
- Not transferred to places without adequate data protection rules

By providing your personal details you agree to allow Sanctuary Christian Camp to contact you by mail, email, telephone or SMS text message in connection with its purposes either on the basis of the consents you have given us or for our legitimate interests in accordance with current data protection regulations.

How we collect information about you

Sanctuary Christian Camp collects personal information each time you are in contact with us whether this is electronically, by paper, in person, over the phone, or on arrival at an event. For example, when you:



DATA & PRIVACY POLICY

- Visit our website
- Complete our 'contact us' Form
- Register for an event
- Book your children or group onto Sanctuary Christian Camp
- Provide your contact details, in writing or orally, to SC staff or volunteers
- Communicate with SCC by means such as email, letter, telephone
- When you attend SCC services or participate in other SC activities
- Purchase goods or services, including when you provide credit or debit card details
- Face to face meetings with staff and volunteers
- Access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Instagram

Why we hold data about you

We hold this data for the following reasons:

- General administration of the camp;
- Contacting you to keep you informed of Camp-related activities and events;
- Statistical analysis; to monitor trends in attendance at Camp

How we use your information

Sanctuary Christian Camp will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. Generally, we will only use your personal information as follows:

- To keep you informed by email and/or text as to Sanctuary Christian Camp events, activities and projects.
- To maintain accurate and up to date records of our volunteers
- To establish and maintain your involvement with Sanctuary Christian Camp
- To record and acknowledge any donations
- To answer an enquiry or request for further information about Sanctuary Christian Camp, its services, activities and events
- To keep you informed of new developments within the life of the Sanctuary Christian Camp
- To enable the leaders of the Camp to personally and directly communicate with you

Your details will only be used by Sanctuary Christian Camp and will not be disclosed to third parties for any other purpose without first seeking your consent, unless authorised or required by law.

What data do we collect?

Data collected will be:

- Name, date of birth, address and medical needs
- Phone numbers of parents / carers
- Details of any additional needs
- Name, phone number, email address and medical needs of leaders and volunteers



DATA & PRIVACY POLICY

Where do we store your data and who sees it?

We are committed to holding your personal information securely. Only Sanctuary Christian Camp staff and authorised volunteers that need to see the data can access it.

- We may store your information on computers (on hard drives, or use cloud-based storage), in paper form, or both.
- All computers that store any personal data are password protected. Any paper files that hold personal information (other than names and contact details) are kept on secure premises in locked cupboards and filing cabinets.
- The Internet is not a secure method of transmitting information. Accordingly, Sanctuary Christian Camp cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. Although we will do our best to protect your personal data and take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.
- We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent.
- By providing us with your details you are giving Sanctuary Christian Camp your express permission to transfer your data to our service providers e.g. Google Sheets. They each have their own privacy policy & data protection statement.
- Sensitive Personal Information: Sanctuary Christian Camp may collect and store sensitive personal information such as health information, religious information (church or event registration or attendance). Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.
- Your information will be held only for a reasonable period or as long as the law requires or permits.
- No information will be kept longer than is needed for effective communication and to comply with our Safeguarding Policy.
- When a person leaves this organisation and the collected data is not required to be kept by law for any length of time, any data collected will be destroyed.
- If for any reason, personal information is required to be kept for any length of time, it will be passed on to our Information Officer for safekeeping.

Keeping details up to date

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you, or the kind of material we send you, at any time by contacting us by email using the contact details below. You can unsubscribe from our regular emails or texts at any time by letting us know via our email.



DATA & PRIVACY POLICY

Access to your information

You can request access to the personal information that Sanctuary Christian Camp holds about you by contacting us via our contact details/email. We will provide you with access to your personal information unless we are legally authorised to refuse your request.

If you wish to change personal information that is out of date or inaccurate at any time please contact us. Sanctuary Christian Camp will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable. (We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.)

Please let us know if you leave Sanctuary Christian Camp and are no longer interested in our information and we will remove you from our database.

Information collected when using our website

Account information

Where a registration facility is available, your details will be recorded and used to identify you in order to provide appropriate access to resources.

Application information

Other data may also be recorded (comments, contact information), which will be used in the context of the associated application.

Social Media

- Sanctuary Christian Camp uses social media such as Facebook and YouTube. Users must verify authenticity of sites before posting or providing personal information on such sites.
- Our website may provide social media buttons, permitting sharing our web content directly to a social media platform. Use of such buttons is at your own risk.
- Unless it is material supplied or officially posted by Sanctuary Christian Camp we do not endorse social media website(s) and have no responsibility for the content nor for the cookies they may contain.
- Sanctuary Christian Camp does not ask for passwords nor personal details on social media.

Downloads

Any documents or files made available to download from our website are provided at users own risk.



DATA & PRIVACY POLICY

Changes to this policy

Sanctuary Christian Camp may amend this Privacy Policy from time to time to ensure compliance with changes or amendments to the law of the UK. Any amended version will be available. We suggest that you visit our social media and/or website regularly to keep up to date with any changes.

This updated policy has been agreed and adopted at our meeting in 2025 and subsequently communicated to our team and available to all.

Contact Details

- Our Information Officer is:
Matthew James sanctuarychristiancamp@gmail.com
- Our safeguarding officer is:
Stephen Crook stecrook60@gmail.com

If you would like any further information, or have any queries, problems or complaints relating to Sanctuary Christian Camp's Privacy Policy or our information handling practices in general, please contact us on the following email address:
sanctuarychristiancamp@gmail.com