



Privacy Notice

We all give our personal data out daily - our names, contact details, or other bits of information - and most of us want to be feel sure that our data is being handled properly.

As someone in contact with the Bournemouth Guide Camp Association you may have given us information about yourself such as your name, email address, or other details. Our privacy notice explains what the Bournemouth Guide Camp Association does with this information - it tells you how we gather, use, disclose and manage your personal data.

We take your privacy seriously and aim to be clear about the way the Bournemouth Guide Camp Association manages data, so we make sure our privacy notice is up to date. You should read this page from time to time to check that you are happy with any changes we make.

Our privacy notice is as comprehensive as possible but please contact us if you need more information or have any questions about this notice. Our contact details are in the 'Get in touch' section below.

What does: 'The Bournemouth Guide Camp Association', "Us", "We", or "Our" refer to?

'The Bournemouth Guide Camp Association', 'Us', 'We' and 'Our' refers to the Bournemouth Guide Camp Association which operates Dudsbury Guide Camp at 174 Christchurch Road, West Parley, Ferndown, Dorset, BH22 8SS. We are a Registered Charity (Number: 1060476) and a Company Limited by Guarantee (Registered number: 00259058 in England & Wales) and our Registered Office is 96-98 Castle Lane West, Bournemouth, Dorset, BH9 3JU.

We collect the following personal information (where relevant or applicable and only where you have supplied it to us and given your consent):

- Name
- Parents'/guardians' name(s).
- Contact details, including address, telephone number and email address.
- Payment information (bank details) if you donate to us or pay for using Dudsbury Guide Camp.
- Records of your correspondence with us.
- Records of your participation with us (including as a member or as a volunteer).
- Donation history and gift aid details.
- Photographs, video or audio recordings.
- Any other information you share with us.

Why and how do you use my personal data?

Data helps us support and improve interactions with the Bournemouth Guide Camp Association. Examples include:

- Managing bookings, activities and events, including processing payments.
- Processing donations and claiming gift aid.
- Appeals and fundraising activities including information about legacy gifts, raising funds or taking part in fundraising activities.
- Investigating and responding to complaints, legal claims or other issues.
- Assessing applications for volunteering.
- Information about events, activities and opportunities.

When is it legal to use personal information?

We need a lawful basis to collect and use your personal data under data protection law. The law allows for six ways to process personal data and three of these are relevant to our activities at Dudsbury Guide Camp:

- Your contractual relationship with us (for example providing you with accommodation).

- The necessity for compliance with a legal obligation (for example processing a gift aid declaration).
- Bournemouth Guide Camp Association's legitimate interests.

What does 'legitimate interest' mean?

Personal data may be legally collected and used if it is necessary for a legitimate interest of the organisation using the data, as long as its use is fair and does not adversely impact the rights of the individual concerned.

The Bournemouth Guide Camp Association's legitimate interests include:

- Charity governance. This includes delivery of our charitable purposes, statutory and financial reporting and other regulatory compliance purposes.
- Administration and operational management. This includes answering enquires, giving information and services, research, events management and administration of volunteers.
- Fundraising and campaigning. This includes administering campaigns and donations, and sending thank you letters.

How long do you keep personal data for?

The Bournemouth Guide Camp Association keeps your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Do you share my data with other organisations?

We do not share your personal information with any third-party organisations except:

- To the extent that we are required to by law.
- Where it is necessary to protect the vital interests of an individual.
- If we have your consent.

How do you protect my personal information?

We use technical and organisational ways to protect your data.

We keep personal information that is required for our accounts secure, and only for as long as required by law.

Disclaimer

We cannot be responsible for any information you give on websites that we link to from the Dudsbury Guide Camp website or be held responsible for the policies of any third party website that we link to; you access these websites at your own risk.

What are my rights?

You have the following rights:

- **Right of access**

You have the right to know what information we hold about you and to ask, in writing, to see your records.

We will supply any information you ask for that we hold about you as soon as possible. We will not charge you for this other than in exceptional circumstances. You will be asked for proof of identity as we need to be sure we are only releasing your personal data to you.

This is called a data subject access request.

- **Right to be informed**

You have the right to be informed how your personal data will be used. This notice as well as any additional information or notice that is provided to you is intended to provide you with this information.

- **Right to withdraw consent**

Where we process your data on the basis of your consent you can withdraw that consent at any time.

- **Right to object**

You also have a right to object to us processing data where we are relying on it being within our legitimate interests to do so.

- **Right to restrict processing**

In certain situations you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.

- **Right of erasure**

In some cases, you have the right to be forgotten (i.e. to have your personal data deleted from our database). We may need to keep some limited information in order to ensure that you are not contacted in the future.

- **Right of rectification**

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated.

[Get in touch with us](#)

If you have any concerns about this privacy notice or our treatment of your personal information please write to the Trustees, The Cottage, 174 Christchurch Road, West parley, Ferndown, Dorset, BH22 8SS or email us at Dudsburycamp@gmail.com

You can also make a complaint to the information commissioner's office (www.ico.org.uk) and the fundraising regulator (www.fundraisingpreference.org.uk).

[Changes to this privacy notice](#)

This privacy notice was last updated on 14th October 2020