

# Privacy Policy

Faith On Fire is a Christian charity. This policy applies between you (as a user of our website, attendee at our holiday camps or events or user of any of our other services) and Faith On Fire. We take the privacy of your information very seriously.

Faith On Fire, 11 Avon Close, Derbyshire, DE24 3AP

Tel: 07791292227      email: [info@faithonfire.co.uk](mailto:info@faithonfire.co.uk)      Registered charity number: XXXXXX

## Collection of information

We collect personal information from you when you complete and return particular forms such as application forms etc. This information relates to adult contact details and on children registration forms we also collect their dates of birth, allergies & medical conditions.

Our website automatically receives and records information on our server logs from your browser, including your IP address, cookies and the pages you request. We use Google Analytics from time to time to analyse how our visitors use our website, which only collects anonymous information (ie that five people have visited a certain page, but we do not know their names or addresses).

The personal details you give us are stored on our database which is accessed by church staff and team leaders.

## Use of information

We use the information you give us for a variety of reasons but mainly in order to be able to contact you.

We also use some information for legal and tax purposes, such as holding details of donations through the Gift Aid scheme.

We do not share personal information that we learn about you with unrelated third parties.

We may share your personal information if the Management team believe it is necessary in order to investigate, prevent or take action regarding illegal activities or situations that involve potential threats to the physical safety of any person, as required by law.

## Principles that we apply to the collection of personal data

We must process data fairly, lawfully and in a transparent manner.

We collect data for a specific purpose (so we do not collect data for one reason and then use it for something else).

The data we hold is adequate for its purpose but not excessive or irrelevant.

The data we hold must be accurate and kept up to date.

We do not keep data for longer than is necessary.

We keep data securely (encrypted using secure online storage.)

### **Your rights**

You have the right to request access to, rectification of and erasure of your personal data. You have the right to object to us processing your data and the right to withdraw consent. Please contact us directly to action this or to speak to us about how we handle the processing of your data.

You have the right to complain to a supervisory authority. For information on this or on the Data Protection Act 1998 and General Data Protection Regulations go to the Information Commissioner's website at <http://ico.org.uk>

### **Third party websites**

Our website contains hyperlinks to partner websites we use to process your data with maximum efficiency. We have no control over, and are not responsible for, the privacy policies and practices of third parties.

### **Obligation to provide personal data**

You have no obligation to provide us with your personal contact details, however, failing to do so may prevent us from processing your application with us.

### **Data retention**

We will archive your data on our database 24 months after you cease regular contact with us. We will delete those records after 60 months.

If there have been child abuse allegations we are obliged to retain information, even if you request that we delete it. If there is a legal case pending regarding employment issues we will retain information about that situation.

### **Images**

Images of Faith On Fire activities and events may be used on our website or in printed material. Permission is sought from individuals before images are used in publicity.

If you have any questions, please do not hesitate to contact us.