



Chairman:
Douglas Roberston
2 Windyedge Cottages
Crosshouse
KA2 0BX
Tel: 07967021110

Treasurer:
Gareth Armstrong
5 Woodgreen Wynd
Kilwinning
KA13 6UJ
Tel: 07340309694

AYC – Privacy Notice

1. Introduction

Ayrshire Youth Camp is committed to protecting your personal information and respecting your privacy.

This Privacy Notice explains what information we collect, why we collect it, how we use it and the rights you have under UK data protection law.

2. What information we collect

Parents/Guardians

- Name
- Address
- Email
- Telephone number

Camper

- Name
- Date of birth
- Medical information
- Dietary requirements
- Emergency contacts

Leaders

- Contact details
- Emergency contact
- Relevant medical information where required
- Any information required for safeguarding or volunteering purposes

Photographs

Photographs and videos may be taken during camp for promotional and historical purposes. We will always respect any photography permissions or preferences provided during the application process.

3. Why we collect information

We only collect and use personal information where it is necessary to:

- process camp applications
- organise accommodation and activities
- provide appropriate medical care
- manage dietary requirements
- contact parents before and during camp
- fulfil safeguarding responsibilities
- meet our legal obligations



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4. Lawful Basis

Why we use your information	Lawful basis
Process camp applications and organise attendance	Contract
Manage medical, dietary and emergency information	Vital interests and, where applicable, legal obligation
Fulfil safeguarding responsibilities	Legal obligation
Organise accommodation, activities and communicate during camp	Legitimate interests
Send information about future AYC camps and events (where you have opted in)	Consent

5. Who sees the information?

Personal information is only shared with authorised individuals who require it to carry out their responsibilities.

Examples:

- Camp Committee
- First Aid Team
- Kitchen Team (dietary needs only)
- Dorm Leaders (basic camper information only)
- Child Protection Coordinators
- Emergency Services where necessary

6. How long do we keep the information we collect?

Camp application information is normally retained for up to three months after camp unless we are required by law to retain it for longer (for example, safeguarding records).

7. Keeping Your Information Secure

We are committed to keeping your personal information safe. Personal information is stored securely and is only accessible to authorised members of the Camp Committee and leaders who need it to carry out their role. We take appropriate technical and organisational measures to protect personal information from unauthorised access, loss or misuse.

Sharing Information

We will never sell your personal information or share it with other organisations for marketing purposes.



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8. Your Rights

Under UK data protection law, you have the right to:

- **Access** the personal information we hold about you or your child.
- **Request correction** of any inaccurate or incomplete information.
- **Request deletion** of your personal information where we are no longer required to keep it.
- **Object to or restrict** how we use your personal information in certain circumstances.
- **Withdraw your consent** at any time where we rely on your consent (for example, receiving future camp information).
- **Make a complaint** to the Information Commissioner's Office (ICO) if you believe your personal information has not been handled correctly.

If you wish to exercise any of these rights or have any questions about how we use your personal information, please contact our Data Protection Coordinator using the details below.

9. Questions or Requests

If you have any questions about this Privacy Notice or wish to exercise any of your rights, please contact our Data Protection Coordinator

Mark Wade

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