

# Lemmings Christian Trust Privacy Notice

*"To Know God is to Show God"*



## Privacy

**At Lemmings Christian Trust, we are extremely grateful for the support we receive through prayers, gifts and time, and we thank God for each of our supporters. We could not carry out our vital work without you.**

Your privacy is important to us. We are committed to protecting the personal data of everyone who is involved with Lemmings and provide their information to us. We also comply with the law regarding our data sharing.

## Why do we collect and use your information?

We collect and use your information to fulfil our purposes as a Christian charity that provides quality holidays for children that are safe, caring, educational and enjoyable. It is necessary to share some information that we collect in a secure manner for the proper care and safety of those taking part in our holidays and events.

We do not share your information with others except as described in this notice. We also want to give you the opportunity to find out about future Lemmings Holidays so that you don't miss out. If you don't want to hear from us, please let us know by emailing [director@lemmingsholidays.co.uk](mailto:director@lemmingsholidays.co.uk)

## The categories of information that we may collect, process, hold and share include:

- Personal information of Parents/Guardians (such as name, telephone number, address and email address, church attended, emergency contact)
- Personal information of children/young-adult delegates (such as name, telephone/mobile number, address and email address, date of birth, church attended, emergency contact, medical information, special educational needs information, dietary requirements, emotional needs, rooming preferences, first aid/life saver qualifications, photographs)
- Personal information of adult leaders (such as name, telephone/mobile number, address and email address, date of birth, church attended, emergency contact, medical information, special educational needs information, dietary requirements, referee, DBS certificate, criminal record self-disclosure, first-aid/life-guard qualifications, photographs)
- Photographs, video footage during our events for use only in our promotional material, flyers, website, social media posts and inclusion in public documents produced by Lemmings (without any personal naming or identification of individuals shown in the images)

## Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we comply with Data Protection legislation. We will keep all records for a maximum of three years.

## Who do we share your information with?

We aim to give each person who attends a Lemmings event, an enjoyable, happy, caring and safe

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experience. We will only share personal information with others in the best interests of our holiday attendees to ensure they have a safe and enjoyable time at Lemmings.

We will share information only as required and on the following basis:

- We will share delegates' information to appropriate staff and volunteer leaders to organise holidays, properly care for individuals and ensure their physical, dietary, medical and emotional needs are provided for.
- We will inform appropriate staff at our venues about dietary requirements, allergies or relevant medical needs so that they can provide for the needs of each delegate.
- In the case of a serious safeguarding concern, we will share sensitive personal information with Government agencies, and/or church leaders for the safety, wellbeing and ongoing care of a young person/vulnerable adult according to their needs.

## **Social Media Use**

Communication, engagement and actions taken through external social media platforms that Lemmings participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

We would advise anyone engaging with Lemmings via social media to do so with due care and caution in regard to your own privacy and personal details. Lemmings will ever ask for personal or sensitive information through social media platforms.

## **Requesting access to your personal data**

Under Data Protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact

[director@lemmingsholidays.co.uk](mailto:director@lemmingsholidays.co.uk)

## **Updates to our Privacy Policy**

We may make changes to this Privacy Policy from time to time, we will update the Privacy Policy and we will publish on our website any new version of this Policy.

## **Contact information**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [director@lemmingsholidays.co.uk](mailto:director@lemmingsholidays.co.uk)