



Christian Youth Camps Inc

Privacy Policy

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Policy Purpose

The purpose of this policy is to provide clarity for all CYC stakeholders of what data and information is gathered by Christian Youth Camps Inc (CYC) and how this data is handled. In this policy we outline who we gather data from, how to request access to information we have about you on file, and how it is handled by CYC.

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy, we provide this Privacy Policy, which explains what information we collect and the choices you can make about the way your information is collected and used. To make this Privacy Policy easy to find, we make it available on site at the main office and on our website, and where personally identifiable data may be requested.

If you provide us with personal information through your booking agreement with us, this information may be retained by us in our data base. You have a right under the Privacy Act 2020 to access any personal information held about you or request us to delete any such information. All information that we gather is gathered in line with the Privacy Act 2020.

Privacy Officer

To protect customer, employee, volunteer, and other private information on behalf of an individual, at Christian Youth Camps Inc (CYC), there are two Privacy Officers. These two privacy officers will consist of those who undertake the Camp Director and the Administrator Manager role.

Accountabilities

The CYC Board and Management are responsible for all privacy risks. However, privacy mitigation is to be carried out by the Camp Director and Admin Manager. If there is ever a privacy breach or situation, the Camp Director and Admin Manager are responsible to communicate all information to the board and seek further advice from relevant agencies, as well as notifying stakeholders involved, regarding the situation and steps being taken to secure data.

Privacy Training for Employees

Privacy training will be undertaken by the Privacy Officers, during induction of new staff members and international volunteers, and as regular refreshers in Safety Meetings throughout the year.

Collecting Personal Information

Data is collected from all Employees, guest groups who request hiring of our site, whether their camp goes ahead or not, as well as from all individuals who attend CYC fully or partially run camps, as campers or volunteers. Smaller amounts of data may be collected from contractors or other stakeholders who are involved or provide services for CYC.

We collect this information from these stakeholders for varying reasons as follows:

- Potential/Actual Guest Groups
 - To provide information to help us with their stay
- Employees
 - To make sure that all CYC employees fulfil requirements of employees of OSCAR funded programs and are safe and will provide safe services in their hired role on site
- Volunteers & Board Members
 - To make sure that all CYC Volunteers fulfil requirements of volunteers of OSCAR funded programs and are safe and will provide safe services while on site
- Ministry Event Guests & Caregivers
 - To provide safe facilities and programs for guests and their families
- Contractors
 - To make sure that all authorised people on site are accounted for and to prevent trespassing (unauthorised people on site around guest groups)
- CYC Members
 - Information to contact them with Member specific information
- Other Stakeholders
 - To make sure that stakeholders receive Newsletters etc.

Only designated CYC Employees have access to certain stakeholder Data. For example, the Bookings Coordinator will have access and oversee all Guest Group information, for the use of providing excellent services to clients. The Ministry Coordinator, along with the ministry team, will have access to and oversee all volunteer and CYC ministry event guest information. The Accounts Coordinator will have access and oversee all information for contractors, guest group payments, and other accounts related transactions. All this and other data will be overseen and held accountable by the Admin Manager, and safety of stakeholder privacy will continue to be monitored under their management.

All stakeholders reserve the right to withhold, request, or withdraw information requested. In some situations, this may mean CYC will be unable to provide them the service that they request. For example, caregivers must provide contact information in case of emergencies for their child(ren), if they choose not to provide this information, we will not be able to enrol their child(ren) at a CYC event. Another example: if a guest group cannot provide group estimated numbers, contact information, etc, then we will not be able to send out a booking form and their booking will not be confirmed. Being unable to submit information requested may occur in CYC reserving the right to withhold providing of the service requested.

If at any point a client or stakeholder, that has information held by CYC, wants to edit any information held about them they may arrive in person, call, or email CYC to have their information changed, updated, removed, etc. The best ways to contact CYC includes: 1) visiting the office in person during working hours (Mon-Fri, 8am-5pm), at 148 Waingaro Rd, Ngaruawahia, 2) emailing the main office email, info@cyc.org.nz, or 3) calling the office on 07 824 8495.

The only information gathered by CYC will be information that is required for the safety of guests and clients, information of Employees & Volunteers for guest and site safety, CCTV video footage gathered for site safety, and any other information that is required for the safe and efficient running of CYC. All unnecessary information will either not be collected or will be deleted from the data base as soon as practicable after it's use is no longer needed. Other important data may be kept on file and removed in line with the Privacy Act 2020.

Collecting Data Indirectly

CYC will only collect information about organisations, schools, or individuals indirectly if it aligns with the Privacy Act 2020. The following situations are as follows:

- if the individual concerned has authorised you to collect the information from someone else
- if the information is already publicly available
- if getting it from another source wouldn't prejudice the individual's interests
- if the information won't be used in a way that identifies the individual concerned (including where it will only be used for statistical, or research purposes and the individual won't be identified)
- if collecting it from another source is necessary to enforce the law, or for court proceedings, or to protect public revenue, or
- if collecting it from the individual concerned isn't reasonably practicable in the circumstances

The main instance that this may occur at CYC, is when sending client/potential client emails, where email addresses may be collected from school websites for marketing purposes. In cases like these, all information (email addresses) that are not already in our system, from information given to CYC from the customer, will be collected on a publicly available domain, like the school's website.

The Information We Collect

This Privacy Policy applies to all information collected or submitted on our website. On some pages, you may be able to order services, make requests, and register to receive email updates. The types of personal information collected at these pages include: Name, E-mail address, and phone number. Other information that may be collected via our website will be information pertaining to specific group hiring requests.

Information for CYC run events gathered will include information for:

- Volunteer Applications
 - Police Checks
 - CV
 - Work History
 - Confirmation of Identity
 - 2 Referee Checks
 - Interview Notes
 - Training Records

- Volunteer Agreement
- Volunteer Performance Reviews
- Volunteer Information – including age, gender, emergency contact etc.
- Guest information
 - Age
 - Gender
 - Contact information
 - Address (for mail outs post camp)
 - Medical Information
 - Any warnings/incidents that occurred
- Caregiver Signing up Guest
 - Name
 - Contact information for emergencies
 - Email
 - OSCAR/WINZ documents – if required

Information for CYC Employees:

- Police Checks
- CV
- Work History
- Confirmation of Identity
- 2 Referee Checks
- Interview Notes
- Training Records
- Employee Agreement
- Employee Performance Reviews
- Employee Information – including emergency contact, tax code, KiwiSaver, etc.
- Tenancy Agreement – if applicable

Information for Guest Groups:

- General Information
 - Age Range of Guests
 - Number of Guests
 - School, Church, Family, or Organisation associated with Camp
- Group Organiser
 - Name
 - Contact Information – phone number, email, address
 - Organisation’s contact information – if running on behalf
- Group Guests
 - Name – for evacuation purposes

Information for Contractors and Reps:

- Name
- Date of being on site
- In & Out Time

Marketing

- Emails of Schools that our marketing Newsletter is sent to

Information From CCTV Footage:

- Records video footage that is kept in the system for 1 week before it is deleted
- 2 cameras also pick up audio near by (one at the T intersection and one outside CYC catered kitchen – Camp Waikato)
- Number Plates of all vehicles that enter & exit property

CCTV Footage

There are over 10 security cameras located on site. These cameras exist for the safety and security of staff and guests on site and are only located outdoors overseeing main areas of camp, to prevent impeding on personal privacy. All video footage is automatically deleted after 1 week from being taken, to prevent any misuse of footage. You may request footage from the main office if pertaining to yourself. Any other footage requested of others will only be passed on to required authorities and personal, if in regard to an incident or crime that was caught on camera, needed for an investigation.

How We Use This Information

We use the information you provide about yourself for things such as making a booking, signing up for email updates, registering for camps and making donations or sponsoring campers. We do not share this information with outside parties except to the extent necessary for the purpose given. We may use your e-mail address to communicate with you, for example, to notify you of special offers or programs you might find of interest.

You may be able to register with our website if you would like to receive updates on news, events, new products or services.

If you choose to register or receive services from us, or to otherwise give us personal information, we may store some or all of that personal information and use it for marketing research and marketing purposes.

Holding Personal Information

All information held by CYC will be located either physically at the CYC office or digitally on CYC's OneDrive. Only authorised CYC employees will have access to either physical or digital information held by stakeholders.

Sharing Personal Information

We may use non-identifying and aggregate information to better design our website and share with our advertising agencies. For example, we may tell an advertising agency that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form, but we would not disclose anything that could be used to personally identify those individuals.

We will never sell your personal information to any other company or third party.

In the event of a criminal investigation or a suspected illegal activity, we may be required by law enforcement agencies to share certain personal information.

Finally, we never use or share personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt out or otherwise prohibit such unrelated uses.

Preventing Privacy Breaches

CYC takes many precautions to keep all data secure and prevent data breaches from occurring. Any physical data of identifiable nature is secured in locked cabinets that have access by required CYC staff only. This includes all Employee and volunteer information. All digital data is stored on CYC's secure cloud, locked by dual authentication and only accessible by CYC employees with necessary access.

Disposal of Irrelevant Personal Information

Most personal Information, 7 years or older will be deemed irrelevant for use by CYC. Therefore, when information, particularly in regard to past volunteers or employees that have not volunteered or worked at CYC for over 7 years, will be removed in all forms from the CYC data base. Other forms of information that is removed every 7 years includes:

- Volunteer Information
- Employee Information
- Guest Group Information
- Personal Information gathered for CYC Run Events