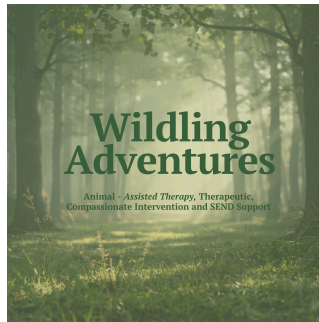




Wildling Adventures Data Protection Policy

Purpose of the Policy

The Data Protection Act 2020 controls how personal information is used by organisations, businesses or the government. The Data Protection Act 2020 is the UK's implementation of the General Data Protection Regulation (GDPR).

Wildling Adventures will ensure that all information we have on clients is always retained and used fairly, lawfully and transparently and will adhere to this legislation. We are registered through Gov/UK Data Protection and pay for annual subscription to this.

Wildling Adventures follows the following Data Protection Principles to ensure that any information we have on a client is:

- Used fairly, lawfully and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Aims

Personal information and data obtained is stored and processed solely to ensure the efficient running of the organisation for our clients, staff and volunteers.

Wildling Adventures obtains the following personal information on a client: name, address, contact phone number, email address, emergency contact (when applicable) and, in the case of under 18s, date of birth, medical issues we need to be aware of and contact name and number of parent/carer.

Consent

Personal data from clients is collected when they book with Wildling Adventures or when we arrive on site if it has not been done by then.

Personal details supplied by clients are not passed to anyone else or other organisations without their explicit consent.

Storage

Personal data is stored electronically, on a PC which is password protected. Data is also stored on paper records which are kept in a locked filing cabinet with access only by the Director.

When a client no longer requires our support their Personal Data held will be destroyed and/or deleted once the client no longer attends.

Access

Under the Data Protection Act 2020, everyone has the right to find out what information the government and other organisations store about you. These include the right to:

- Be informed about how your data is being used.
- Access personal data.
- Have incorrect data updated.
- Have data erased.
- Stop or restrict the processing of your data.
- Data portability (allowing you to get and reuse your data for different services) *
- Object to how your data is processed in certain circumstances

Any clients wishing to see the data Wildling Adventures is holding on them will be supplied with a copy of their personal data if a written request is made.

Use of Photographs

Wildling Adventures always seeks the written consent of clients (or parents and carers for those under 18 years of age) before displaying photographs or sharing images on any media such as local press, publicity materials and social media in which they appear.

Data Security Breaches

Any data breach Incidents are reported to the Director of Wildling Adventures in a timely manner. Incidents are recorded and documented, and relevant people, bodies and authorities are contacted appropriately. Any Incident will be dealt with fully and measures put in place to prevent a future reoccurrence.

Review

Last reviewed : April 2026

Next review: April 2027