



Data Protection Policy

OUT ON THE DOWNS (Trading name of OUTDOORS ON THE DOWNS LTD)

This Data Protection Policy outlines how OUT ON THE DOWNS collects, stores, uses, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy is applicable to all activities including outdoor learning sessions, DofE expeditions, Bikeability training, Lowland Expedition Leader courses, and First Aid Training.

1. Data Collection

We collect personal data necessary for the safe and effective delivery of our services. This includes names, contact details, medical information, emergency contacts, and any other relevant information provided by participants, parents/guardians, or partner organisations.

2. Data Storage

All personal data is stored securely using password-protected digital systems and, where necessary, locked physical storage. Access is restricted to authorised personnel only.

3. Data Access and Sharing

Access to personal data is limited to staff and volunteers who require it to perform their roles. Data may be shared with awarding bodies, emergency services, or partner organisations only when necessary and in compliance with data protection laws.

4. Data Retention

Personal data is retained only for as long as necessary to fulfil the purpose for which it was collected, including legal, regulatory, and safeguarding requirements. Data is securely deleted or destroyed when no longer required.

5. Rights of Individuals

Individuals have the right to access their personal data, request corrections, object to processing, and request deletion, subject to legal and safeguarding considerations. Requests should be directed to the Data Protection Officer.

6. Data Breach Procedures

In the event of a data breach, we will follow our internal incident response procedures, notify affected individuals where appropriate, and report to the Information Commissioner's Office (ICO) if required.

7. Policy Review

This policy is reviewed annually or following significant changes to data protection legislation or our operational practices.

8. Contact Information

For any queries or requests regarding this policy or your personal data, please contact:

Data Protection Officer: Ben Dawson

Email: info@outonthedowns.co.uk

Phone: 07805 240 312