



# Privacy Notice

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

This Privacy Notice explains how OUT ON THE DOWNS collects, uses, stores, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR). It applies to all individuals whose data we process in connection with our services, including outdoor learning sessions, DofE expeditions, Bikeability training, Lowland Expedition Leader courses, and First Aid Training.

## 1. Who We Are

OUT ON THE DOWNS is an outdoor education provider delivering a range of training and expedition services. We are committed to protecting your personal data and being transparent about how we use it.

## 2. What Data We Collect

We may collect the following types of personal data: names, contact details, medical information, emergency contacts, photographs, course participation records, and any other information necessary for the safe and effective delivery of our services.

### **3. Why We Collect Your Data**

We collect personal data to ensure participant safety, meet legal and regulatory obligations, communicate with clients, deliver training and expeditions, and maintain accurate records for awarding bodies and insurance purposes.

### **4. Legal Basis for Processing**

We process personal data based on one or more of the following legal grounds: consent, contractual necessity, legal obligation, and legitimate interests related to the safe and effective delivery of our services.

### **5. Data Sharing**

We may share personal data with awarding bodies, emergency services, partner organisations, and regulatory authorities when necessary. We do not sell or share data for marketing purposes.

### **6. Data Retention**

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

### **7. Your Rights**

You have the right to access your personal data, request corrections, object to processing, and request deletion, subject to legal and safeguarding considerations. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

### **8. Contact Information**

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

Data Protection Officer: Ben Dawson

Email: [info@outonthedowns.co.uk](mailto:info@outonthedowns.co.uk)

Phone: 07805 240 312