

LONG MYND ADVENTURE CAMP

GDPR PRIVACY STATEMENT

Date created: 13 April 2018

Date approved by the Committee: 25 April 2018

Date of next review: 24 April 2019

In compliance with the General Data Protection Regulation, we hereby provide you with the following information about the Personal Data (e.g. name, address etc.) we collect from you:

- By booking form to become a customer.
- By invoice details with bank account and sort code information.
- By word of mouth to become a Trustee or Friend and inclusion on the Charity Commission website.

Our aim is to provide you with clear information as to why we need the data, what we do with it and what your rights are with respect to your Personal Data.

The **Data Controller** is Long Mynd Adventure Camp and so the Trustees thereof. The Trustees can be contacted via the Booking Secretary at peter_jenkins.7@btinternet.com

Purpose of processing your Personal Data: We process your data so that we can carry out the service(s) that you request from us. Examples of services include applying to become a customer, sending you invoices for your use of the Camp and to pay your supplier invoices. The Legal Basis for the services is 'Consent'.

Recipients of your Personal Data:

No other third Party organisations receive your Personal Data. (If it was considered by the Trustees that provision of Personal Data to a Third Party organisation might be beneficial for the membership, then you would be consulted and, if agreed, this Privacy Statement updated accordingly)

The exception to this is the information requested by the Charity commission to be included on their website in respect of Trustees.

Storage Period:

We will keep your Personal Data for as long as we are obliged to in order to fulfil any obligations relating to financial auditing.

Your rights:

- **Right to Request Personal Data:** You have the right to request access to your Personal Data held by us; request correction to that Data; request removal of that Data; object to processing of that Data. Please use the Contact Details above to get in touch if you need to.
- **Right to Withdraw Consent:** In the case of mailings to customers, or inclusion on the mailing list, you can withdraw consent at any time by sending an email to the Secretary, via the website contacts page. Once processed by the Secretary your information will be deleted until any such time that you should request by email for such an aspect to be reinstated.
- **Right to Complain:** You have the right to lodge a complaint with a supervisory authority, if you believe your Personal Data have been mis-used in some way.

Your provision of your Personal Data to us:

We will only ask you for Personal Data which is reasonable for us to have in order to carry out the service(s) you have asked of us; for example your name and address is required for us to post any material to you. If you do not provide such Personal Data, we may not be able to carry out any or all of the service(s) asked of us.

Questions?

If you have any questions regarding our handling of your Personal Data, please contact us using the Contact Details for the **Data Controller** advised above.