

## 1. General Statement of the Company's Duties

The company Extreme Adventure Kids ("EAK") is required to process relevant personal data regarding adventurers and their parents and guardians as part of its operation. EAK will process any personal data in accordance with the Data Protection Act 1998 (DPA). Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy any reference to adventurers includes current, past or prospective adventurers.

## 2. Data Protection Controller

EAK has appointed a Data Protection Officer (DPO) Mark Burley, who is responsible for ensuring that all personal data is processed in compliance with this Policy and the Principles of the DPA.

## 3. The Principles

EAK will comply with the Data Protection Principles ("the Principles") contained in the Data Protection Act to ensure all data is:

- ▶ Fairly and lawfully processed.
- ▶ Processed for lawful purposes and not in any manner incompatible with those purposes.
- ▶ Adequate, relevant and not excessive.
- ▶ Accurate and up to date.
- ▶ Not kept for longer than necessary.
- ▶ Processed in accordance with the data subject's rights.
- ▶ Secure.
- ▶ Not transferred to other countries without adequate protection.

## 4. Personal Data

Personal data covers both facts and opinions about an individual. EAK may process the personal data of adventurers, their parents or guardians as part of its operation. This personal data may include (but is not limited to): names, addresses, bank details, and references.

## 5. Processing of Personal Data

Consent may be required for the processing of personal data unless the processing is necessary for EAK to undertake its obligations to adventurers and their parents or guardians. Any information, which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.

## 6. Sensitive Personal Data

EAK may, from time to time, be required to process sensitive personal data regarding an adventurer, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race and proceedings. EAK will not process sensitive information without the consent of the individual concerned, unless there is a legal reason for processing without consent.

## 7. Rights of Access

Individuals have a right of access to information held by EAK. Any individual wishing to access their personal data should put their request in writing to the DPO. It would be helpful to the DPO if you could be as specific as possible confirming the

information you wish to access. EAK will endeavour to respond to any such written request as soon as is reasonably practicable and in any event, within 21 days for access to records to provide a reply to an 'access to information' request. Please note that EAK may charge an administration fee of up to £20 for providing this information.

Certain data is exempt from the right of access under the Data Protection Act; this may include information, which identifies;

- ▶ Other individuals.
- ▶ Information, which EAK reasonably believes is likely to cause damage or distress.
- ▶ Information, which is subject to legal professional privilege.

EAK acknowledges that an individual may have the right to access a reference relating to them received by EAK. However such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.

## 8. Whose Rights

The rights under the Data Protection Act are the individual's to whom the data relates. EAK will however in most cases rely on parental consent to process data relating to adventurers unless, given the nature of the processing in question, and the adventurer's age. It is unreasonable in all the circumstances to rely on the parent's consent. Parents should be aware that in such situations they may not be consulted. EAK will only grant the adventurer direct access to their personal data if EAK has reason to believe the adventurer understands the nature of the request. Adventurers agree that EAK may disclose their personal data to their parents or guardian.

Where an adventurer seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, EAK will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where EAK believes disclosure will be in the best interests of the adventurer or other adventurers.

## 9. Exemptions

Certain data is exempted from the provisions of the Data Protection Act, which includes the following:

- ▶ The prevention or detection of crime.
- ▶ The assessment of any tax or duty.
- ▶ Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon EAK.
- ▶ The above are examples only of some of the exemptions under the Act.

## 10. Disclosure of Information

EAK may receive requests from third parties to disclose personal data it holds about adventurers, their parents or guardians. EAK confirms that it will not generally disclose information unless the individual has given their consent or one of the

specific exemptions under the Data Protection Act applies. EAK reserves the right to disclose such data as is necessary to third parties for the following purposes:

- ▶ To give information relating to outstanding balances or payment history to debt collector officers and/or tax officials.
- ▶ To publish achievements of adventurers representing EAK.
- ▶ To disclose details of an adventurer's medical condition where it is in the adventurer's interests to do so, for example for medical advice, insurance purposes or to organisers of EAK trips.
- ▶ Where EAK receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.

## 11. Use of Personal Information by EAK

EAK will, from time to time, make use of personal data relating to adventurers, their parents or guardians in the following ways. Should you wish to limit or object to any such use please notify the DPO in writing.

- ▶ To make use of photographic images of pupils involved with EAK in publications and on the EAK website. However EAK will not publish photographs of individual pupils with their full names on the EAK website.
- ▶ For fundraising, marketing or promotional purposes and to maintain relationships with adventurers of EAK, including transferring information to any association, society or club set up for the purpose of establishing or maintaining contact with adventurers for fundraising, marketing or promotional purposes.

## 12. Accuracy

EAK will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the DPO of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

## 13. Security

EAK will not disclose personal data relating to adventurers, their parents or guardians unless it is absolutely necessary to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. EAK will ensure that all personal information is held securely and is not accessible to unauthorised persons.

## 14. Enforcement

If an individual believes that EAK has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise EAK's complaints procedure and should also notify the DPO.