Blackwell Adventure Data Protection Policy 2024

1. Introduction

At Blackwell Adventure, we are committed to ensuring personal data privacy, security, and confidentiality in compliance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. This policy outlines our approach to handling personal data, ensuring transparency, and safeguarding the rights of individuals whose data we process.

2. Data Protection Principles

Blackwell Adventure adheres to the following GDPR principles when processing personal data:

- **Lawfulness, Fairness, and Transparency**: We collect and process personal data lawfully, fairly, and transparently, ensuring individuals are informed about how their data is processed.
- **Purpose Limitation**: We collect data for specified, explicit, and legitimate purposes and do not process it in an incompatible manner.
- **Data Minimisation**: We limit the collection and processing of personal data to what is necessary for our stated purposes.
- **Accuracy**: We take reasonable steps to ensure the accuracy of the personal data we process and rectify inaccuracies promptly.
- **Storage Limitation**: We retain personal data only for the duration necessary for the purposes outlined or as required by law.
- **Integrity and Confidentiality**: We implement appropriate security measures to safeguard personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage.

3. Data Collection and Processing

a) **Purpose of Data Collection:** We collect personal data from employees, volunteers, visitors, and individuals associated with our programs solely for legitimate purposes such as managing bookings, providing educational services, and maintaining contact.

- Our data is collected from the customer/organisation by telephone, email or in person.
- The data we hold is within our booking system, which is password-protected.
- For audit purposes, we hold seven years of information. We will archive these after three years but will not keep them for more than seven years. After ten years the data is deleted.
- We will only hold data for longer than this if it is needed for medical purposes.

b) **Consent:** We obtain explicit consent from individuals before processing their data, clearly stating the purposes of the processing.

c) **Data Security:** We implement technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.

d) **Third-party Processing:** When engaging third-party processors, we ensure they comply with GDPR requirements and safeguard data to the same standards as Blackwell Adventure.

e) **Data Transfers:** No data is transferred internationally.

4. Individual Rights

- **Right to Access:** Individuals have the right to request access to their personal data held by Blackwell Adventure and receive information about its processing.
- **Right to Rectification:** Individuals can request the correction of inaccurate or incomplete personal data.
- **Right to Erasure:** Individuals have the right to request the deletion of their personal data when it is no longer necessary for the purposes for which it was collected or if consent is withdrawn.
- **Right to Restriction of Processing:** Individuals can request limitations on processing their personal data under certain circumstances.
- **Right to Data Portability:** Upon request, individuals are entitled to receive their personal data in a structured, commonly used, and machine-readable format.

- **Right to Object:** Individuals have the right to object to processing their personal data in certain situations.

5. Data Breach Management

Blackwell Adventure has procedures to detect, report, and investigate any personal data breaches. In the event of a breach, we will notify the Information Commissioner's Office (ICO) and affected individuals within the required timeframe.

6. Training and Compliance

We train our staff regularly on data protection practices and ensure ongoing compliance with GDPR requirements.

7. Review and Updates

This policy is regularly reviewed and updated to reflect changes in legislation or organisational practices.

8. Contact Information

For any inquiries or concerns regarding data protection or to exercise data subject rights, please get in touch with our Data Protection Officer, David Squire, by email dave@blackwelladventure.co.uk .

Conclusion

This UK GDPR policy serves as a commitment by Blackwell Adventure to protect personal data, uphold individuals' rights, and maintain compliance with relevant data protection legislation.