



### **Data protection policy**

This policy is necessary to ensure we are compliant with the Data Protection Act 2018 and GDPR. We recognise the need to treat all personal data in an appropriate and lawful manner, in accordance with the EU General Data Protection Regulation 2016/679 (GDPR)

To enable us to process bookings and safely run activities we will collect via an internet based form, both Personal data such as:

- Names
- Addresses
- Phone numbers
- Email addresses
- Children's names
- Bank details
- photos

and Sensitive data such as:

- medical/ health information
- religious preferences
- dietary information

This information will be stored on a password protected, private drive. This information, except email addresses, will be destroyed 30 days after the event has completed. The reason for holding data is to enable activities to run safely, respectfully and safeguarding to be ensured. In respect of schools or organisations collectively attending a trip- the personal data will be held by the organisation. Email addresses will be held and used for future offers and PR acts. This can be opted out at any time by request.

January 2024 to be reviewed in 3 years.