**Intrepid Adventures Privacy Notice**

### 1. PURPOSE OF THIS NOTICE

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (‘Data Protection Legislation’).

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### 2. ABOUT US

Intrepid Adventures (“Intrepid Adventures”, “we”, “us”, “our” and “ours”) is an outdoor adventure and childcare provision”. We are registered in England as a limited liability company under number: 11129352 and our registered office is at 7 Nelson Street, Southend-on-Sea, Essex, SS1 1EH, United Kingdom.

For the purpose of the Data Protection Legislation and this notice, we are the ‘data controller’. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this privacy notice.

Alongside any data that Intrepid Ventures collects from you, we also use ‘kids club HQ’ as our principle booking system. Kids club HQ have their own privacy notice which can be seen on their website [www.kidsclubhq.com](http://www.kidsclubhq.com). Kids Club HQ provides a web-based platform for Organisations who are; childcare providers, charitable organisations and organisations that run out of school clubs, with an online system for users ("Parents and Carers") to book children into the Organisation's clubs. The website facilitates bookings and payments and makes available the necessary data to people managing and delivering the sessions.

Intrepid Adventures Data Protection Officer is Ray Bias who is responsible for assisting with enquiries in relation to this privacy notice or our treatment of your personal data. Should you wish to contact us regarding a privacy notice issue you can do so at [info@intrepidventures.org](mailto:info@intrepidventures.org) or by telephone 07903355584.

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### 3. HOW WE MAY COLLECT YOUR PERSONAL DATA

We obtain personal data about you, for example:

* when you request a booking form in respect of the services we provide;
* When you book using our booking system provided by a separate external provider kidsclub hq.
* when you, or your employer or a client engages us via email, telephone or social media to provide our services and also during the provision of those services (for example when you have a query about our services);
* from third parties and/or publicly available resources (for example, from your employer, from friends/family or recommendations; or
* when you visit our website at [www.intrepidventures.org](http://www.intrepidventures.org)

### 4. THE INFORMATION WE HOLD ABOUT YOU

The information we hold about you may include the following:

* your personal details (such as your name, address, email, telephone number);
* Your child/children’s personal information including medical conditions/social & or behavioural differences;
* details of contact we have had with you in relation to the provision, or the proposed provision, of our services;
* details of any services you have received from us;
* our correspondence and communications with you;
* information about any complaints and enquiries you make to us;
* Information required for Ofsted (up to 6 years);
* Details of any goods or services you may provide to us.

### 5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU

For advertising use (only if agreed when booking is made) on our website, social media sites and flyer/poster distribution.

We also require by law to share such information with Ofsted if required and Essex County Council.

Please note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data.

#### Situations in which we will use your personal data

We may use your personal data in order to:

* provide you with information related to our services and our events and activities that you request from us or which we feel may interest you;
* seek your thoughts and opinions on the services we provide;
* notify you about any changes to our services; and
* Record details of goods and services provided by you.

If you refuse to provide us with certain information when requested, we may not be able to perform the contract we have entered into with you. Alternatively, we may be unable to comply with our legal or regulatory obligations.

We may also process your personal data without your knowledge or consent, in accordance with this notice, where we are legally required or permitted to do so.

#### Data retention

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected (Ofsted / ECC)

When assessing what retention period is appropriate for your personal data, we take into consideration:

* the requirements of our business and the services provided;
* any statutory or legal obligations;
* the purposes for which we originally collected the personal data;
* the lawful grounds on which we based our processing;
* the types of personal data we have collected;

#### Change of purpose

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Should it be necessary to use your personal data for a new purpose, we will notify you and communicate the legal basis which allows us to do so before starting any new processing.

### 6. DATA SHARING

#### Why might you share my personal data with third parties?

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

We will not sell or pass on your personal data to any commercial or charitable organisation.

### 7. TRANSFERRING PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

We will not transfer the personal data we collect about you outside of the EEA without your express written consent.

### 8. DATA SECURITY

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

### 9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

#### Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

#### Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

* Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
* Request correction of the personal data that we hold about you.
* Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
* Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes.
* Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible.

If you want to exercise any of the above rights, please email Ray Bias our data protection officer at [info@intrepidventures.org](mailto:info@intrepidventures.org).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. KidsclubHQ will have their own procedures for rights of access and therefore fall under a separate entity when requesting data restriction/removal/transfer.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### 10. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose (for example, in relation to direct marketing that you have indicated you would like to receive from us), you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email Ray Bias our data protection point of contact [info@intrepidventures.org](mailto:info@intrepidventures.org)

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### 11. CHANGES TO THIS NOTICE

Any changes we may make to our privacy notice in the future will be updated on our website at [www.intrepidventures.org](http://www.intrepidventures.org) and found within the Privacy Notice tab on the home page.

This privacy notice was last updated on 18 January 2021

### 12. CONTACT US

If you have any questions regarding this notice or if you would like to speak to us about the manner in which we process your personal data, please email or write to:

Data Protection Point of Contact

Intrepid Adventures LTD

7 Nelson Street,

Southend-on-Sea,

Essex,

SS1 1EH,

United Kingdom.

[info@intrepidventures.org](mailto:info@intrepidventures.org)

Telephone: 07903355584

You also have the right to make a complaint to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO’s contact details are as follows:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745

Website – <https://ico.org.uk/concerns>