



Reference number ZB096018

Expiry date 21st June 2024

School Residential Camp & Activities Privacy Policy

Exmouth Watersports Ltd (EWS Ltd)

Exmouth Country Lodge & Prattshayes Campsite

Maer Lane

Exmouth

Devon

Ex8 5DB

Email: info@exmouthwatersports.co.uk & john@exmouthwatersports.co.uk

Phone landline: 01395 276599

Phone mobile: 07791002007

Website: www.exmouthwatersports.co.uk

The type of personal information we collect

The company (EWS Ltd) collect data from our schools to ensure that we have the school details and confirmation of booking. Our CRM is not aimed at school business where we make direct contact with the schools to confirm bookings, including: numbers of participants, list of food allergies and intolerances and health considerations for the students. We do not require or ask for lists of student names before arrival at camp or activity weeks, days or sessions.

The school booking form is kept in a secure office that only the company directors have access to and all written data collected is stored on this way within the accounts office. For soft copies they are forwarded to the director in charge of data security and deleted from any emails or logs and stored in a secure private Apple network. No data for any students is kept on a digital site that can be used by team members or any member of the public.

We do not collect and store data when it comes to students, no name, age, home location, emails or any data that can be used against them. We meet the children with food intolerances and health conditions personally on site with the teachers, making sure that the camp and activities are safe for them.

We keep the email addresses from the school on an Apple data base, with school address and our contacts name and telephone number. We do not keep any personal data about teachers on our CRM or in any of the programs that we use. At no point do we ask for date of birth, passport details, driving license, home address or any other private material.

Company statement regarding school children.

At no time do we endeavour to collect the names of school children and their information. We do not process children data and the accident books are completed with a teacher with our copy is stored with the Director in charge of data management in the secure directors office. We do not share our school data with any third parties. Photographs of students may only be used by express permission of the school and child's family. We ask the school for pictures that we may use and have a policy of no pictures unless previously agreed with the school and even then we attempt to keep the face of children out of frame or very distant.

Camp Office: Microsoft with Norton protection

Director: Apple systems

Bloowatch booking systems. Numbers & EXCEL spread sheets. Pages and pdf files. Google calendar and google my business. Other cloud based systems include, Xero accounting, Google drive and google posts.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Exmouth Watersports Ltd.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Edward Morgan @ john@exmouthwatersports.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored Apple contacts, Micro soft contacts, Bloowatch CRM, Spreadsheets, diary planner and office tools.

We keep Name, school, person, address, telephone number for 7 years
We will then dispose this information by Deleting the booking database as required.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at john@exmouthwatersports.co.uk if you wish to make a request.