

LOW MILL OUTDOOR CENTRE DATA PRIVACY NOTICE

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by *the General Data Protection Regulation 2016/679 (the "GDPR")*.

Who are we?

Low Mill Outdoor Centre is the data controller (contact details below); this means it decides how your personal data is processed and for what purposes.

Registration as a Data Controller

Low Mill Outdoor Centre is registered as a Data Controller with the Information Commissioner's Office (ICO). Ref number A8258987.

How do we process your personal data?

Low Mill Outdoor centre complies with its obligations under *the GDPR* by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

What is the legal basis for processing your personal data?

Under Article 6 of the General Data Protection Regulations our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for Low Mill Outdoor Centre to use this information in order to provide you with our services. Your personal data will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will only be shared with third parties with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and use the ICO guidance on Statutory Retention periods and recommended (non- statutory retention records) to determine how long to retain your personal data.

Your rights and your personal data

Unless subject to an exemption [*under the GDPR*], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:
The Data Protection Officer, Low Mill Outdoor Centre, Station Road, Askrigg, Leyburn, North Yorkshire, DL8 3HZ 01969 650432, info@lowmill.com

Terry Hailwood
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