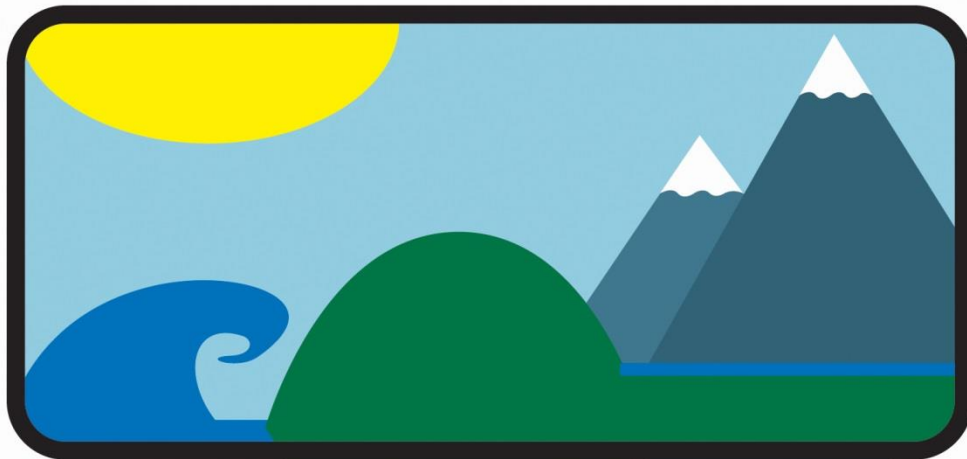


2022

Privacy Policy

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OUTDOOR PARTNERSHIP

Tracey Evans

Chief Executive Officer

WHO WE ARE

The Outdoor Partnership is a registered charity (number 1149280). We are a limited company (number 0770 5219) and our registered address is Plas Menai, National Outdoor Centre, Caernarfon, Gwynedd, LL55 1UE.

We have produced a privacy policy to explain how we use and protect any information gathered from visitors to the Outdoor Partnership site.

We are committed to protecting your personal information and privacy. This Privacy Policy describes exactly how we collect and use your personal information.

You have certain legal rights to control what we do with your information. This includes the right to get access to your personal information, to request us to correct or update incorrect information, to object to or request that we restrict processing your information in certain circumstances and to object to direct marketing.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

By contacting us, using our services or visiting our website you're agreeing to be bound by this Policy.

If you have any queries about this Privacy Policy, please contact us at info@outdoorpartnership.co.uk.

YOUR PRIVACY

Everyone has rights about the way in which their personal data is handled. During our activities, we will collect, store and process personal data about our customers, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 2018, commonly referred to as GDPR – General Data Protection Regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information about you when you interact with us for example when a club affiliates with us, when you book a place on a course/ event or activity, or become an individual member, or when you sign up for our newsletter.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When a volunteer receives support to attend a course and makes the contribution payment to TOP, the website will ask for the following personal information; full name, date of birth, gender, equality information, email address, telephone number.

When booking on one of the TOP organised activity sessions/courses, we will ask you for the following personal information: full name, date of birth, gender, equality information, email address, telephone number.

We do not send random and untargeted, unsolicited e-mails. You can opt out of our marketing emails at any time by clicking the 'unsubscribe' button in any such email, or by contacting us directly.

The information is collected via the form on our site and is stored on a non-public database on our web server (computer), which is based in the UK and password protected.

Email addresses are held on our database and on a separate email list to which we send our email newsletter.

The email list is used to send out information about our activity programmes, courses and events.

The Outdoor Partnership does not divulge your registration information to any third parties unless you have booked a course with us. By booking a course with us you must agree to our Terms and Conditions, which gives us permission to share information about you relating to the course that you have booked, with our course providers and Outdoor Partnership staff, to ensure we provide you with the best customer experience. It is shared with no one else (see section below).

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

We collect this data, so we can keep you up to date with information and products you have requested, or may be interested in, and to ask for more support, in the way that you have chosen; to run our events; and to fulfil our legal responsibilities for financial and Gift Aid reporting.

We will keep your data only for as long as necessary. If you have kindly donated to us, we are required to keep this data for seven years. If you have not donated to us, we will only keep your data for three years.

VOLUNTEERS

If you volunteer with us, or enquire about our volunteering opportunities, we will usually collect your name, contact details, equality information and criminal convictions.

We collect this data so that we can contact you about volunteering opportunities that come up; so that we ensure the safety of our volunteers, staff and customers; carry out our awards programme; and to help us anonymously measure our inclusion and accessibility across our volunteering programmes.

We will keep this data for two years after you stop volunteering for us.

STORYTELLERS

Some of our supporters kindly tell us stories about their experiences to help us in our campaigns.

We will record the details of the story, and contact details to enable us to get updated approval to use the story.

We will keep this data for three years after you give it to us and will always contact you each time we wish to use it.

PHOTOGRAPHY

Our supporters, volunteers and customers kindly let us use photography and images of them to help our campaigns and activity come to life.

We keep these images stored in a secure location and will only use them with the subject's permission.

We keep these images for five years after we have been given them, unless you ask otherwise.

RESEARCH

Part of the work we do involves carrying out research. If you agree to take part, we will record responses to questions that you give us, and your personal details.

This data will be used to fulfil our research objectives and may be shared for relevant projects. Your data will remain anonymous unless you consent to it being disclosed.

The data we collect will be kept for five years.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your personal information for as long as necessary to provide you with services and in line with our legitimate interests outlined above. Unless you ask us not to, we will review and possibly delete your personal information.

We need to keep certain personal information of candidates for longer to comply with the Companies Act 2006, which requires us to keep financial records and in accordance with WEFO/ESF regulations.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at info@outdoorpartnership.co.uk.

LINKS

Occasionally, the Outdoor Partnership website may feature links to other, external websites. The Outdoor Partnership is not responsible for the privacy practices or the content of such websites.

DISCLOSURES

We will not pass your information to any third parties organisations unrelated to your course.

WEBSITE STATISTICS

Visitor IP addresses are logged as part of the daily website statistic gathering. This is a common occurrence on many websites. It is used only for the accurate reporting of statistics

If you have any questions, concerns, or requests regarding the Outdoor Partnership Privacy Statement, please feel free to contact us by mail, telephone or email.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

Under Article 6 of the General Data Protection Regulations (GDPR) (Data Protection Act 2018) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for Charities Trust to use this information in order to provide you with our services.

FAIR PROCESSING NOTICE

Our Fair Processing Notice covers the kind of information we use, what we use your Personal Data for, how we process and protect your information.

(See fig 1)

Information Asset Register – The Outdoor Partnership - GENERIC						
Information Category / Business Function	For what purpose is it processed? What type of data?	legal basis for processing	Information about who?	Where is it stored? Security?	Is the data shared? With who? How?	For how long is data kept
Membership: Stakeholder	Email address	We have your consent	Contact person	Password protected Outlook	With other Stakeholders via group email	1 year
Membership: Individual members	Personal details	As above	Individual member	Password protected online	No	1 year
Membership: Honorary	Personal details	As above	Individual	As above	No	Until no longer members
Suppliers	Information on invoices	In the public interest	Sole traders and businesses	In a locked filing cabinet	No	Until no longer supplier
Board of Trustees	In Accordance with Companies House and Charity Commission	We have your consent / public interest	Trustees and co-opted members	In a locked cabinet in a locked office	Companies House, Charity Commission, funding partners via reports & applications	Until no longer Trustee

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Employees	HR – Staff files including proof of identity, qualifications and DBS, bank details, NI No., emergency contact details	We have your consent *Necessary	Individual staff members	Locked cupboard in locked officer.	Payroll	Until no longer an employee
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*Where our processing of your personal data is necessary for our legitimate interests of those of a third party and are not overridden by your privacy rights.

Information Asset Register – The Outdoor Partnership - INCLUSIVE ADVENTURE PROGRAMME						
Information Category / Business Function	For what purpose is it processed? What type of data?	Legal basis for processing	Information about who?	Where is it stored? Security?	Is the data shared? With who? How?	For how long is the data kept?
Taster Sessions	-Future opportunities -Grant KPI's -Name / D.O.B / Address / Contact Details / Activity attended / Disability	We have your consent	Participant (including parent / guardian)	Password protected database	Figures only.	As long as necessary
Development Sessions	-Future opportunities -Grant KPI's -Name / D.O.B / Address / Contact Details / Activity attended / Disability	As above	Participant (including parent / guardian)	Password protected database	Figures only.	Above
SEN Festival	-Future opportunities -Grant KPI's -Name / Disability	As above	Participant (including parent / guardian)	No details stored. Only figures.	Figures only.	Above
Ambassador Programme	-Grant KPI's	As above	Ambassador		Case studies	Above

Information Asset Register – The Outdoor Partnership - PATHWAYS TO EMPLOYMENT PROGRAMME						
Information Category / Business Function	For what purpose is it processed? What type of data?	legal basis for processing	Information about who?	Where is it stored? Security?	Is the data shared? With who? How?	For how long is the data kep
NWHA / GYM	Targets / KPI's Names Contact details Address Age Gender Disability Medical	As above and necessary	Individuals engaged	Locked cupboard. Online (dropbox)	(GYM) in an annual report; Age Gender Disability County	Until project completion 2021
Active Inclusion	To prove eligibility to funding body. Names Contact details Address, Age, Gender, Disability Medical Employment status Scans of Identification	As above and necessary (Evidence of engagement. Proof of eligibility)	Individuals engaged	Locked cupboard. Online – WCVA provide an online database for participants password protected.	With the funding body WCVA. Online.	In accordance with WEFO / ESF regulations 2022

Information Asset Register – The Outdoor Partnership - THIS GIRLS ADVENTURE PROGRAMME						
Information Category / Business Function	For what purpose is it processed? What type of data?	Legal basis for processing	Information about who?	Where is it stored? Security?	Is the data shared? With who? How?	For how long is the data kept
Taster Sessions	-Future opportunities -Grant KPI's -Name / D.O.B / Address / Contact Details / Activity attended	We have your consent	Participant	Password protected database	Figures only.	As long as necessary
Development Sessions	-Future opportunities -Grant KPI's -Name / D.O.B / Address / Contact Details / Activity attended	As above	Participant	Password protected database	Figures only.	As long as necessary
Training & Mentoring	-Future opportunities -Grant KPI's -Name / D.O.B / Address / Contact Details / Training attended	As above	Participant	Password protected database	Figures only.	As long as necessary
Ambassador programme	-Grant KPI's	As above	Ambassador	Password protected database	No	As long as necessary

Information Asset Register – The Outdoor Partnership - VOLUNTEER PROGRAMME						
Information Category / Business Function	For what purpose is it processed? What type of data?	legal basis for processing	Information about who?	Where is it stored? Security?	Is the data shared? With who? How?	For how long is the data kept
Volunteers	Personal details and volunteering history In accordance with grant conditions/reporting	We have your consent	Individual volunteers	Password protected database	Information is shared with Grant bodies (e.g. WCVA)	2 years
Clubs	Personal details and address - Relationship with the club and supply of information	As above	Club Contact person	Club database online	no	2 years
Mentors	Personal details, qualifications and insurance details	As above	Sole traders and businesses	Online (Dropbox)	no	2 years

DO WE PROVIDE INFORMATION TO OTHER PARTIES?

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

If you have opted to share your contact details with your chosen charities we will pass these on through our statements service.

The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities.

Sometimes, we may need to share your information with a small number of trusted partners (service providers, funding partners) but only for the purposes outlined above. Where we use third parties, we require them to adhere to appropriate controls to protect personal information.

YOUR RIGHTS

You can exercise any of the following rights by writing to us at info@outdoorpartnership.co.uk

Your rights in relation to your personal information are:

- You have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so. We do not have to comply with this request if you have

accessed training courses, however, we may agree to anonymise some of your personal details.

Any requests received by the Outdoor Partnership will be considered under applicable data protection legislation and we will need to check your identity before taking any action. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

DATA SECURITY

The Outdoor Partnership is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information (for example, password protected IT systems).

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

All our employees and the employees of any subcontractors who process data on our behalf are obliged to comply with our strict information security procedures.

COOKIES

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before. We use the term cookie to refer to cookies and technologies that perform a similar function to cookies (e.g. tags, pixels, web beacons, etc). Cookies can be read by the originating website on each subsequent visit and by any other website that recognises the cookie.

We use these to improve our user's experience of our website, temporarily store data and understand the parts of the website that users are visiting.

We use cookies to make our website easier to use and, to support the provision of information and functionality to you.

Cookies are also used to help us gather statistics on the use of our website anonymously as well as to provide us with information about how the website is used so that we can make sure it's kept as up to date, relevant and error free as we can.

By using our website, you agree to our use of cookies, including setting and reading cookies on your device. You can choose to restrict or block cookies through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit www.allaboutcookies.org.

Whilst certain cookies may be set as soon as you visit a website, you can remove them using your browser settings - but this may impact the functionality or performance of the website.

Please note that third parties (including, for example, advertising networks and providers of external services like website analysis services) may also use cookies, over which we have no control.

JOB APPLICANTS

The Outdoor Partnership is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at info@outdoorpartnership.co.uk or write to: Chief Executive Officer, The Outdoor Partnership, Plas Menai, National Outdoor Centre, Caernarfon, Gwynedd, LL55 1UE.

What will we do with the information you provide to us?

All the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you

provide will be held securely by us and/or our data processors whether the information is in electronic or physical format and will be in line with GDPR rules.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for, but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our CEO and nominated Staff team member and Trustee will shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by The Outdoor Partnership.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

Proof of your identity – you will be asked to attend our office with original documents, we will take copies.

Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

You will be asked to complete a criminal records declaration to declare any unspent convictions.

We will contact your referees, using the details you provide in your application, directly to obtain references

We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a final offer, we will also ask you for the following:

Bank details – to process salary payments

Emergency contact details – so we know who to contact in case you have an emergency at work.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

HOW YOU CAN UPDATE YOUR INFORMATION

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@outdoorpartnership.co.uk.

COMPLAINTS

If you wish to raise a complaint about how we have handled your personal information, you can contact our Data Protection Officer on 01690 720106. We hope we can address any concerns you may have.

Date of last revision: This privacy notice was last updated on 24th May 2018 in consideration of GDPR May 2018