West Highland Adventure Tours Privacy Policy

**Our contact details**

Name: Danny Barden

Address: Glenmorven, Union Road, Fort William PH33 6RB

Phone Number: 07736 270278

E-mail: westhighlandadventuretours@gmail.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Medical information
* Emergency contact information

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* When you submit an enquiry form
* When you complete a Participant Information Form

We use the information that you have given us in order to respond to your enquiry and then look after your health and safety interests during one of our events you have chosen to participate in.

In the event of an accident or emergency we may share this information with recognised emergency service personnel.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at the address shown above.**

**(b) We have a contractual obligation.**

**(c) Vital interests (to potentially save a life)**

**How we store your personal information**

Your information is securely stored.

We keep the personal information you have given us for up to 12 months after the event you have participated on. We will then dispose of your information by deleting and removing the relevant documents from any computer or smart phone as well as by shredding any paper copies of the information.

**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 westhighlandadventuretours@gmail.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at westhighlandadventuretours@gmail.com

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>