

GDPR General Data Protection Regulations **February 2025**



**Rooted
in Nature**
COMMUNITY INTEREST
COMPANY 110 77312

We value your privacy as much as we value our own. Any information requested from Rooted in Nature CIC is only in the interest of providing you with the highest quality coaching and training. We will never sell your personal data to anyone; will only collect the information we need and will only keep it for as long as we need to. The information is held securely, and you have the right to see this information and the right to have the information deleted at your request.

What personal information we may request to obtain

All information obtained by Rooted in Nature CIC is only to provide us with the necessary information to assist us in delivering the best course for you. Due to the remoteness and risk potential of the training and courses that we deliver the information gathered is so that we can best look after you in the extremely unlikely situation of you being taken to hospital and not able to provide this information directly yourself. The information gathered is typical of the outdoor industry and includes

- First and Last Name
- Date of Birth
- Address
- Phone Number
- Alternative Phone Number
- Email Address
- Emergency Contact Name
- Emergency Contact Phone Number
- Medical Issues
- Medication currently taken

For some courses, we may ask for more information about you, but this will be made totally clear on the registration forms. If you believe that at any point, we are gathering too much information please let us know.

Marketing

We don't send spam or mass emails.

However, we do occasionally have specific opportunities that may be of personal interest to you. We would like to be able to contact you about this if required, but you have the right to ask us not to do so if you would prefer we did not contact you like this

Who is my data shared with?

Data will only be shared as appropriate exclusively with the direct delivery staff at Rooted in Nature CIC

- We will not share your data with third parties unless required to do so by law
- We will not sell your data to anyone else
- Payments managed by PayPal and Stripe are secure and their privacy policy can be viewed online

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How we protect your personal data

Your data is held securely under password protected documents and if paper copies have been obtained in a locked and secure environment

How long is it kept for?

We will keep your personal information for 7 years to comply with our legal requirements for insurance and tax (HMRC) purposes. After 7 years, this personal information will either be deleted (digital) or shredded (paper).

Your rights

- You have a right to request access to the personal information that we hold about you
- 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
- If you wish us to delete your personal information, you may request that we do so.

Complaints procedure

You have a right to complain about how we process your data. Information can be found about this on the terms and conditions document

Transparency

This policy has been written with the intention of being clear, understandable and totally transparent. If you do not understand any of this policy, please do not hesitate to let us know and we can ensure everything is as clear as possible.

NAME: Emma K Davey - Managing Director

SIGN: *Emma K Davey*

COMPANY: Rooted in Nature CIC

DATE: 01/02/2025