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**Data Protection Privacy Statement**

**Our contact details**

Name: Orienteering Services/Orienteering for Schools

Address: The Mitre, Repton School, Mitre Drive, Repton, DE65 6FJ

Phone Number: 07910 802458

E-mail: enqueries@orienteeringforschools.co.uk

This Privacy Notice was completed on: 20th September 2022.

**The type of personal information we collect**

Personal information is, in effect, any information that can be used to identify you. It can include, but is not limited to, any of the types of information listed below.

We may collect, store and otherwise process the following kinds of personal information:

* name
* address
* email address
* telephone number
* contact preferences
* information about your computer/mobile device and your visits to and use of this website, including, for example, your IP address and geographical location
* personal descriptions and photographs
* information about our services / work which you use / which we consider may be of interest to you; and / or

**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:

* In order for to communicate with you
* To deliver the services you have requested from us
* To provide further information about our work and services

We also receive contact information indirectly, from the following sources in the following scenarios:

* Other websites e.g. schools / organisations

We will not share this information with any other external organisations without your express permission.

**Lawful Bases**

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

* **Where you have provided your consent for us to use your personal information in a certain way (for example, we will ask for your consent to use your personal information to help promote our services via social media and our website). You are able to remove your consent at any time. You can do this by contacting** enquiries@orienteeringforschools.co.uk
* **Where necessary so that we can comply with a legal obligation to which we are subject (for example, where we are obliged to share your personal information with regulatory bodies which govern our work and services).**
* **Where necessary for the performance of a contract to which you are a party or to take steps at your request prior to entering into a contract.**
* **Where there is a legitimate interest in us doing so.**

**i) The GDPR allows us to collect and process your personal information if it is reasonably necessary to achieve our or others’ legitimate interests (as long as that processing is fair, balanced and does not unduly impact your rights).**

**ii) In broad terms, our “legitimate interests” means the interests of running our services**

**iii) When we process your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law).**

**How we store your personal information**

Your personal information is only accessible by appropriately trained staff, and stored on secure servers with features enacted to prevent unauthorised access.

We keep contact details in perpetuity and financial information for 7 years. We will then dispose your information by deleting electronic records and shredding paper records.

We do not share, sell or rent your personal information to third parties for marketing purposes.

**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 enquiries@orienteeringforschools.co.uk if you wish to make a request.

**How to contact us / make a complaint**

To contact us please use the contact details below. If you have any concerns about our use of your personal information, you can make a complaint to us via the contact details.

In writing:

Orienteering Services

5 Lawn Avenue

Etwall

Derbyshire

DE65 6JB

Email: enquiries@orienteeringforschools.co.uk

Telephone: 07910 802458

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>