



What is Personal Information?

This can be anything that identifies and relates to a living person, for example, name and address.

'Special category' information:

Some types of information about you are more special and need further protection, as they are sensitive. These are called special category information:

- Political or philosophical beliefs
- Sex-life and sexuality
- Health
- Ethnicity
- Trade union membership
- Genetic or biometric data (fingerprints or facial recognition technology)
- Criminal records

Why do we need your information?

We need to use information we collect from you in order to be able to contact you in future to provide information about the products and services we provide.

How the law allows us to use your information

The reason why we need to collect and use your personal information is for providing information about the activities we provide. We will tell you the reason when we are collecting this information from you. Where we rely on your consent to use your information, you are entitled to withdraw that consent at any time. Contact Quest for Adventure if you wish to remove your consent by sending an email to info@questforadventure.net.

Your rights

The law gives you a number of rights.

Asking for information about yourself

You have the right to ask for all the information that we have about you. Up to one month is allowed to respond to requests; however, this could be extended by up to a further two months if the application is bulky or complex.

Asking us to correct information that you believe is incorrect

You should inform us if you believe that information about you is incorrect. Up to one month is allowed to respond to requests; however, this could be extended by up to a further two months if the application is bulky or complex.

Ask us to delete information (right to be forgotten)

You may ask us to delete your information where there is no good reason for us to continue to hold on to it, for example:

- Where your personal information is no longer needed
- Where you have withdrawn your consent

Asking us to move your information to another provider (data portability)

You have the right to ask for your personal information in a common format or for it to be given to another service provider.

However, this can only happen if:

- We use your information with your permission or through a contract
- The processing is done automatically (by a computer)

Objecting to the processing of information

You have the right to object under the following circumstances:

- We have processed your information on the basis of legal interests or an official public/authority task
- Where there is public marketing
- For processing due to research or statistics

We will comply with the request unless:

- There are strong, legal reasons for processing
- There is a need to establish, execute or defend legal claims.

Who receives your information?

We will not share your information with external organisations so that we can provide a service to you.

How do we protect your information?

We take specific steps to protect your records, whether paper or electronic records. This is done, for example, by ensuring that access to information on systems is managed so that it is only available to the people who need to know, that information is transferred using appropriate methods (use of encryption), and by training staff.

How long do we keep your information?

3 years. We will give you the option to delete your contact details from our list at the end of each period.

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