EDUCATION THROUGH ADVENTURE
EDVENTURE TRAVEL

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Edventure Travel Privacy Notice

Edventure Travel conducts business in accordance with the EU General Data Protection Regulation (GDPR) and the principles below. Edventure Travel Limited is incorporated in England, company registration 10941208 and is registered with the Information Commissioner, No A8295437.

Introduction and background

The purpose of this policy is to outline how Edventure Travel Limited has established measures to protect your privacy and information rights.

Your rights

We recognise that you have rights as a 'data subject', and that we have an obligation to uphold these. This privacy notice aims to outline how we maintain these rights. In particular, it outlines:

• How we collect and process your information

• Why we do this

• How you can exercise your rights;

• Who to contact in the event you're unhappy with our performance.

Depending on why we have collected your information, your information rights could include:

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data.
Right of access	You have the right to access your personal data and supplementary information.
Right to rectification	If the information we hold on you is inaccurate or incomplete, you can request we correct this.
Right to erasure	You can request we delete or remove personal data where there is no compelling reason us to continue processing
Right to restrict processing	You have the right to request we cease processing your data, if: • You consider it inaccurate or incomplete; • Where you object to processing and we are considering whether we still have a legitimate interest to process it. • Where we don't need the data for the original reason we collected it, but may need it to support a legal claim
Right to data portability	Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can request a copy of that data be provided to a third party in electronic form.
Right to object	You have the right to object to our processing under certain circumstances. For example, you can object to: • direct marketing (including profiling); and • processing for purposes of scientific/historical research and statistics

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Rights relating to automated decision making including profiling	Where we apply automated decision making, we must • give you information about the processing; • introduce simple ways for you to request human intervention or challenge a decision; • carry out regular checks to make sure that our systems are working as intended Information related to automated decision making is contained later in this notice.

Information we collect

Please find below a summary of the information we collect and how we use this to deliver services to you.

Information we collect	Why we collect this	How we process this
Upon enquiry – Name, Address, Contact Telephone, Mobile, Email Address, Tour details	To provide you with an accurate quotation from your address and so that we can contact you to let you know the details	We keep these details during your enquiry and for a relevant amount of time, after so we can contact you to see if you are interested in booking with us.
Upon booking – name, address, contact details and any further information needed to book your tour, such as passport information, age, gender etc	To be able to provide your booking	We store this securely on our computer systems and any hard copies are kept secure.

Edventure Travel Limited retains information for as long as necessary for the purposes set out in this policy and to comply with our legal obligations. If you object to this retention, please contact us – details provided in the 'Contact' section.

We will ensure information we hold is:

• Fairly and lawfully processed.

• Processed for limited purposes. A business must need the information for a specific lawful purpose, such as a customer database or employee payroll system.

• Adequate, relevant and not excessive. A business can only hold as much information as it needs for specific business purposes.

• Accurate and up to date. Data controllers must take steps to ensure that the information they hold is accurate and current, and be prepared to amend inaccurate information.

• Not retained for longer than necessary. Data controllers may only keep personal data if they have a good reason to do so. They cannot keep the information simply because it might be useful in the future.

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• Processed in accordance with the individual's rights. This includes the individual's right to access their personal information (known as the right of subject access).

• Kept secure. Data controllers should arrange appropriate technical and physical measures to ensure that information is not lost, destroyed, damaged, or disclosed to third parties without permission or just cause.

• Not transferred to countries outside the European Economic Area (EEA) unless there is adequate protection for the information. For example, data controllers should be aware that using cloud-based online services to process data can involve transferring information to servers in other countries.

Securing your information

Edventure Travel Limited endeavours to keep you information secure and private. If there is any breach Edventure Travel will inform you in writing and report it to the ICO within 72 Hours.

Contact details

We recognise that you may have questions on how we process and/or store your data, or may want to change either the data we hold on you or how we communicate with you in the future.

If you have given consent for processing, you are free to withdraw that consent. To let us know this is the case contact us on the details below. If you have any questions in respect of this notice, or would like to exercise your rights as a data subject (for example, to correct data or to exercise your right to access):

Edventure Travel Limited, as data controller, can be contacted as follows:

Address: Edventure Travel
The Old Pump House
Oborne Road
Sherborne
Dorset
DT9 3RX

Telephone: 01963 548991

Email: info@edventuretravel.co.uk

Martin Mills (DPO) can be contacted as follows: martin@edventuretravel.co.uk

If you are unhappy that we have responded to your query adequately, of if you have a further complaint, The Information Commissioner's Office can be contacted on 0303 123 1113.