

5.05

Privacy

Notice



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Our contact details-

Name: Terry Harris-Ellis

Address: The Adventure Service Ltd

Phone Number: 01623 232102

E-mail: terry@theadventureservice.com

The type of personal information we collect-

We currently collect and process the following information:

- Names.
- Dates of Birth.
- Address.
- Medical conditions.
- Medication taken.

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 in the form of a parental consent form (if under 18 years old), referral forms and support plans for those joining from adult services. This information is collected for the following reasons:

- To ensure that we can deliver safe enjoyable activities.
- To meet the requirements of insurance and statutory authorities.
- Marketing the services offered by The Adventure Service Ltd

We also receive personal information from the following sources in the following scenarios:

- From partner schools to ensure we meet the needs of the client groups.
- Statutory Authorities to meet the wants, needs and desires of the individuals.

We may share this information with

- Home school
- Relevant statutory authorities when and if required.

The lawful basis for processing information

Under GDPR the lawful basis we rely on for processing information are:

- (a) Your consent.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

You are able to remove your consent at any time. You can do this by contacting-

Terry Harris-Ellis – 01623 232102 or terry@theadventureservice.com

How we store your personal information

Your information is securely stored digitally on The Adventure Service secure server using Microsoft Teams and SharePoint.

We keep personal information as listed below for the specified time period We will then dispose your information by secure deletion on the digital system.

Adventurer					
Medication Administration	To record the administration of medication	4 years after the date of Administration	Paper and Digital files	SharePoint/archive/medication Administration	Secure Disposal
Annual Reviews	To ensure that the service is meeting the needs of the Adventurer	6 years after date of review	Digital	Teams/The Adventure Service/Day Service/Mansfield Woodhouse Support Plans or Teams/The Adventure Service/Day Service/Top Valley Support Plans	Secure Disposal

Support plans	To enable the correct support to be given to Adventurers	3 years after last date of contact	Digital	Teams/The Adventure Service/Day Service/Mansfield Woodhouse Support Plans or Teams/The Adventure Service/Day Service/Top Valley Support Plans	Secure Disposal
Contact Details	To enable contact for Marketing and support purposes	3 years after last date of contact	Digital	Google contacts moving to People on Outlook	Secure Disposal
All correspondence relating to a specific Adventurer should be filed in the appropriate filing system	To assist in providing a safe and stimulating service to Adventurers	Current year + 1-year Review to see whether correspondence still needed operationally then assign a new review date or destroy	Emails, Paper and Digital	Outlook Teams/The Adventure Service/Day Service/Mansfield Woodhouse Support Plans or Teams/The Adventure Service/Day Service/Top Valley Support Plans	Secure Disposal

Service Level Agreements					
Service level agreements with partner organisations	To enable partner agencies to know what to expect from our service and what is agreed	Life of agreement + 6 years	Paper and Digital	Current agreements stored on teams/Education/Service Level Agreements. Archived after one year stored in SharePoint/Archive/Service Level Agreements	Secure Disposal
Parental Consents					
Transition	To ensure that parents are in agreement with the service being provided to the child	3 years from the 18 th birthday	Paper and Digital		Secure Disposal
Day Service	To ensure	3 years from	Paper		Secure

	that parents are in agreement with the service being provided to the child	the 18 th birthday	and Digital		Disposal
Adventure Days	To ensure that parents are in agreement with the service being provided to the child	3 years from the 18 th birthday	Paper and Digital		Secure Disposal
Education	To ensure that parents are in agreement with the service being provided to the child	3 years from the 18 th birthday	Paper and Digital		Secure Disposal

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 terry@theadventureservice.com, call 01623 232102 or write to Terry Harris-Ellis, The Adventure Service Ltd, park Road Resource Centre, 53 Park Road, Mansfield Woodhouse, Nottinghamshire, NG19 8EG 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

Daniel Barrow
The Adventure Service Ltd
53 Park Road
Mansfield Woodhouse
Nottinghamshire
NG19 8EG

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>

Version Control

Amendment	Name	Date
Developed	Terry Harris-Ellis	10 th February 2018
Checked	Terry Harris-Ellis	09 th December 2019
Reviewed	Terry Harris-Ellis	01 st February 2021
Reviewed	Daniel Barrow	15 th April 2024
Reviewed	Daniel Barrow	22 nd September 2025