



General Data Protection Regulation (GDPR)

August 2019

Compliance Statement

We are fully committed to complying with the General Data Protection Regulation (GDPR) 2018.

Your personal information is very important to us and we are committed to safeguarding and protecting your personal data and privacy. All the data we process is done so responsibly, securely and in accordance with our Privacy Policy.

We will only use your data to process transactions between us, where it is our legitimate interest to do so and to comply with legal and regulatory requirements.

All members of staff are familiar with GDPR and are aware of their personal responsibilities to data security and the handling of personal data. Training will be undertaken when necessary, such as when the regulation changes, to ensure this quality is maintained at all times.

It has always been our strict policy NOT to pass information to third parties for sales or marketing purposes.

We will continue to review our security, operations and procedures to ensure our ongoing compliance and will keep you informed of any changes that we make.



Data Retention Schedule – Wessex Wilderness Skills CIC (For GDPR)

Reason For Data	Types of Data	How Data is Obtained	Storage Format	Storage Period	Disposal Process
Processing client's requirements– Telephone	Name, billing address, telephone number, company name, email address, payment information, services selected	Client provides verbally	Paper	Sensitive Payment Information – 1 Day All other information – maximum 2 years	Shredding
Processing Client's requirements – On-line (including email/fax or postal)	Name, billing address, telephone number, company name, email address, payment information, services selected	Client fill's out online form or sends email/fax/postal	Electronic /paper	Electronic (W.W.B servers)- 2 years Paper – Maximum 2 years (payment information PAN truncated)	Deletion / Shredding
Accounting Records (including invoices and statements)	Name, billing address, telephone number, company name, email address, services purchased	By the first two fields above	Electronic	Maximum 2 years	Deletion
Preparing client quotations for enquiries re services offered	Name, telephone number, company address, postal address, email address, services selected	Client provides verbal/email/fax/postal information	Electronic / paper	Maximum 1 year	Deletion / Shredding
Answering client enquiries	Name, telephone number, customer address, postal address, email address, client enquiries	Client provides verbal/email/fax/postal information	Electronic / Paper	Maximum 1 year	Deletion / Shredding
Safety while dealing with vulnerable clients (confidentiality)	Name, telephone number, next of kin, postal address, email address, age, emergency information on medical requirements and medications currently taken	Client provides and consents to disclosure of confidential information given verbal/email/fax/postal	Electronic / Paper	For the duration of client contact with Wessex Wilderness Skills CIC (1 day or a Weekend)	Deletion /Shredding
Safety while dealing with clients at events (confidentiality)	Name, telephone number, next of kin, postal address, email address, age, emergency information on medical requirements and current medications taken	Client provides and consents to disclosure of confidential information given verbal/ email/ fax/ postal	Electronic / Paper	For the duration of client contact with Wessex Wilderness Skills CIC (1 day or a weekend)	Deletion / Shredding
Mailing clients (postal) for new services offered (updates)	Name, telephone number, postal address, company name client enquiries	Information from own data base	Electronic / Paper	No maximum period- Generic business data (outside the scope of GDPR) & legitimate interest	Deletion
Mailing clients (email) for new services offered (updates)	Name, telephone number, postal address, company name, client enquiries	Information from own data base	Electronic /Paper	No maximum period – Generic business data (outside of GDPR) & legitimate interest	Deletion



Wessex Wilderness Skills CIC

Updated December 2019

Privacy Policy

Who we are and about this Privacy Policy

Wessex Wilderness Skills CIC, referred to in this policy as 'we/our/us', is committed to safeguarding the privacy of our customers, referred to in this policy as 'you/your'. Keeping your data safe and increasing transparency are important to us, and we are fully committed to complying with the General Data Protection Regulation (GDPR) 2018. This policy explains how we collect and use information, how we treat and control your personal data and tells you about your privacy rights.

Your personal data – What is it?

Personal data is information that relates to an individual or identifiable living person. This may be information such as your name, address, email address and telephone number.

What information we use, why we do and how we collect it?

- a) Information relating to any transactions carried out between you and us, including information relating to any service purchases you have previously made through our website or via other methods of communication such as the telephone, email or fax. The data may typically include your name, company name and address, email address and contact telephone number and payment details.
- b) Information that you have provided to us for the purpose of registering with us on our website.
- c) Information that you may have provided for the purpose of subscribing to our email notifications and / or newsletters.
- d) Information that you have provided us with for the purpose of health and safety while attending an event/course/workshop, and your given consent to hold sensitive medical information to relay to the emergency services and contacting of next of kin, in accordance with our *Confidentiality Policy*.
- e) Any information that you choose to send to us.
- f) Information we collect automatically: When you visit our website, we may collect certain information automatically from your device. We use Google Analytics to analyse the use of our website. Google Analytics generates statistical and other information about our website by means of cookies, which are stored on user's computers. Google will store this information. Google's Privacy Policy can be found at; <https://policies.google.com/privacy> . Collecting this information enables us to better understand the visitors who come to our website, where they come from, and what content on our website is of interest to them. *We only use this information for our internal analytic purposes and to improve the quality and relevance of our website to our visitors. We do not use it for marketing purposes.*

g) Information that we retain from third party sources: On occasion we may receive personal information about you from third party sources but only where we have checked that these third parties are legally permitted to disclose your personal information to us.

h) We use this collected information to either send you information on purchased services offered, send invoices and /or statements to you, collect payments from you, send you general non-marketing communications, send you email notifications, send you our newsletter and other marketing communications relating to our business which we think may be of interest to you by post or by email or similar technology.

How long will we keep your information?

We will store your information for as long as we need to fulfil the purposes that we describe in the previous section of this policy. We will also store your information for the length of time needed to comply with legal and regulatory requirements.

Full details may be found in our Data Retention Schedule, to request a copy of this please contact us using our details below.

info@greenprescriptions.org