**Privacy Notice**

CI Adventures Ltd is an outdoor education company and outdoor activity provider. We gather and store a fair amount of data on individuals and organisations in the execution of our business.

CI Adventures Ltd is registered with the Information Commissioner’s Office (ICO) under the provisions of the Data Protection Act 1998.

CI Adventures Ltd takes its responsibilities under the Act very seriously. The information provided by you is collected purely for the purposes of providing you and/or your charge with an adventurous activity or child care.

Outdoor Activities have an inherent risk but by using the correct precautions even fairly adventurous outdoor activities can be enjoyable and safe. The information we collect we use to provide the best appropriate care at all times.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for compliance with a legal obligation. You may withdraw this consent at any time by writing to:

 CI Adventures Ltd

 The Boiler House

 Paris Gates

 Shaw Lodge Mill

 Halifax

 HX3 9ET.

You can contact our Data Protection Officer (DPO) to request a copy of the data that we hold on you and to request corrections are made as well as deletion and cessation of processing of that date unless we are required by law or a statutory purpose to keep it.

If you wish to make a complaint you can also direct this to our DPO (Helen Rossi email helen@ciadventures.com) or the Information Commissioners’ Office directly.

Your name, contact details and medical details are recorded electronically on our system to maintain up to date records. This information will be held on record by CI Adventures Ltd until the participant is 18yrs old plus 3 years 3 months, or seven years for HMRC purposes, or until such time as the data is reviewed by us or removed at your request.