



Privacy Policy

Secret Adventurers' Club is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully and be aware that it may change from time to time.

How We Comply with the Data Protection Act of 1998 and 2018

All the personal information that you provide us, or that we obtain from you, we treat in accordance with the provision of the Data Protection Act 1998. Under this act, we have a legal duty to protect any information we collect from you.

Awareness

All our employees and volunteers are aware and follow our privacy policy.

How We Collect Your Information

- Online consent forms – you complete and sign an online consent form. This form will include some personal information about you and your child. The platform we currently use is JotForm. The consent form will be kept on there till 3 months after the term has finished and then will be destroyed.
- Signing up to newsletters – when you opt-into signing up to our newsletters to receive more information of what we're up to.
- Online payment – when you sign up to join one of our clubs or pay for sessions online we receive basic information about you, such as your name, email address and postcode.

How We Use Your Information

Session Attendance Records

- We keep a basic paper record of attendance at our clubs, these include your name and your child's name.
- When you book online we hold some information about your attendance.

These keep these to help us plan for future session, having child's ages, for instance helps us predict trends, etc.

Newsletters/Emails

We occasionally send our emails/newsletters with information of upcoming events or to keep people up to date with what we've been up to.

You must consent to receive these emails and can unsubscribe at any time.

How We Store Your Information

Our password protected database is saved on a password protected computer/laptop and can only be access by staff.

Online Data

- An online database is held by a marketing automation platform that does not share your information with third parties. We use this company to send out our newsletters.
- Ticketing/booking sites hold some private information about you.

None of the online companies we work with that hold your private information share it with third parties. They have been vetted for their GDPR compliance. Further information about these companies can be obtained by contacting us at info@secretadventurersclub.com.

Who We Share Your Information With

We don't share any of your information with third parties.

Where We Process Personal Information

Our third party storage systems may use servers outside of the UK to store your data.

Our Commitment to You

- We only collect information about you that we need.
- We take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights.
- We destroy your personal information in a secure way when we no longer need it. We hold it for no longer than 3 years.

Subject Access Requests

You may request a copy of the personal data that we hold by emailing us at info@secretadventurersclub.com.