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Introduction

This is the GDPR policy of Bristol Inclusive Thrill Seekers, referenced in this document as BITS. All BITS representatives (those fulfilling organisational, leadership or facilitator roles) are bound to this policy and it is strongly recommended that all members or associates adopt the principles of this document.

As a charity we welcome the new General Data Protection Regulation (GDPR) beginning in May 2018 and are committed to full compliance with every aspect of the regulation, making sure that we protect the privacy of our customers and uphold the highest standards of care with any personal data that we hold.

BITS do not collect and possess a great deal of personal data in relation to our participants, and any that we do hold is adequate and specific to our sessions, ensuring that we provide the participants with the best possible experiences.

GDPR for BITS Participants

Our work as a charity requires us to collect certain personal data from participants and customers. We always ensure that this information is relevant and adequate to our needs and it can be used for the following reasons:

- For preparation in relation to activities that we host sessions for. To ensure volunteers have the correct skills and equipment in place to facilitate the sessions.
- To notify authorised contacts of upcoming events and news in relation to our charity.
- For records of participants that are shared with trusted supporters and partners of the charity.

Upon placing a booking we ask for the following information:

- Name of guardian
- Emergency contact number
- Address
- Date of Birth
- Medical condition(s)

This information is important for us when running the session to ensure the participants safety and to make sure we have relevant measures in place if there were to be any incidents.

We may also collect email addresses when given permission to add customers to our mailing list. This is used to notify our customers of any news that is relevant to the charity.

All information is safely secured and privacy protected within our systems and held electronically. Any data that is collected on paper forms will be inputted into these systems within one month and the form then destroyed; increasingly we are seeking to use digital solutions to remove the need for paper forms entirely, such as registration via a tablet computer.

You are welcome to contact us directly should you wish that any of the above personal information is not held for our internal records.