



August 2023

Every Body Outdoors – Data Protection and Privacy Policy

In accordance with the new EU General Protection Data Regulation (GDPR) that came into effect on Friday 25th May 2018, Every Body Outdoors (EBO) has made sure that the way we store your data and will continue to do so complies with the GDPR.

EBO only keeps people's data if they have consented for us to do so. This includes our Volunteers and Directors, people who signed up to our mailing lists via our website, people who have attended events and courses, and people we work with on campaigns and projects.

This data is only accessible by nominated staff and directors of EBO.

Be assured that we will always endeavour to be clear, honest and transparent with you about the information we collect, and wherever practical will ask your specific consent. Our Privacy Policy sets out how we obtain, process and store personal data that you have provided to us.

What is the General Data Protection Regulation and why is it important?

To keep up with the huge amount of digital data being created, rules across the continent have been re-written. GDPR has brought outdated personal data laws across the EU up to speed with an increasingly digital era. The previous data protection laws were put in place during the 1990s and haven't been able to keep pace with the levels of technological change. General Data Protection Regulation, or GDPR, will overhaul how businesses, charities, NGOs and unions process and handle data. GDPR also boosts the rights of individuals and gives them more control over their information.

We have laid out below how we store and what we do with our data. To read more about GDPR visit the [European Union GDPR webpage](#).

The following will be explained about how we use and store your data

1. Processing your data and your rights to access it
2. How EBO communicates with volunteers, supporters and the interested public
3. Sharing information with third parties
4. Updates and reviews
5. How long will we keep your data for?
6. What are your rights?
7. Where can you update your information?
8. Where can you find further information?

1. Processing your data and your rights to access it

Where you give us consent to process your data (i.e by signing up to our mailing list, attending an event or course) we always keep a clear record of how and when this consent was obtained.



We endeavour to ensure that there are appropriate and proportionate technical and organisational measures to prevent the loss, destruction, misuse, alteration, unauthorised disclosure of or access to your personal information. Personal information such as bank details will always be kept in a password protected document.

Your information is only accessible by nominated and appropriately trained EBO staff and directors, who agree to abide by this policy.

You can withdraw your consent for us to have your data at any time, or request that all your personal data be deleted by emailing: hello@everybodyoutdoors.co.uk . If you exercise your 'right of erasure', we will remove your personal information completely and immediately.

2. How EBO communicates with volunteers, supporters and the interested public

EBO communicates with members, supporters, allies and the interested public by sending our newsletters via mailchimp. You will receive these newsletters only if you have signed up for them via our website. If you sign up for our regular newsletters and email updates we only ask for your email address. We send out regular newsletters, invitations to EBO events, occasional targeted emails about strategic work, and key opportunities.

We send out all our newsletters via mailchimp, and this is where your email addresses are stored. To read more about Mailchimp's privacy policy please see point 4 below. You can opt out of receiving these newsletters from us at any point by either (1) clicking unsubscribe at the bottom of the newsletter or (2) by emailing hello@everybodyoutdoors.co.uk .

3. Sharing information with third parties

EBO will not, under any circumstance and for any reason whatsoever, sell or share your personal data with a third party for marketing purposes. We will always obtain consent from project participants for publicity and media coverage before sharing their personal information.

We will only share data with third party companies who provide services for EBO. This will only be specific and necessary data that is needed to provide a specific service on our behalf, including sending newsletters, processing card payments and conducting surveys.

We only provide these organisations with the information they need to deliver the required service.

The third parties that we currently use are:

- Zoho Campaigns - to send out national and regional newsletter on a regular basis (see [Zoho's Privacy Policy here](#)).
- Ticket Tailor – for course and event booking (see [Ticket Tailor's Privacy Policy here](#)).

Does this policy cover third party websites?

No, this Policy does not cover external websites and services that we link to and we are not responsible for the privacy practices or content of those sites or services.



4. Updates and reviews.

Our privacy policy complies with General Data Protection Regulation GDPR. In the event of any changes to the law, the privacy policy will be updated.

Volunteers and community members will be informed of any changes that affect their personal data and all necessary changes will be made to protect personal information and comply with the law.

The EBO privacy policy will be reviewed every two years.

5. How long will we keep your data?

Unless still required in connection with the purpose(s) for which it was collected – such as for a project email newsletter list - we will usually remove your personal information from our records ten years after the date it was collected. However, if you or your organisation works with EBO, we may keep your personal information on record for longer. This exception usually applies to journalists, policy-makers, researchers, industry contacts and people working in the not-for-profit sector.

If you ask us to stop sending you emails or other forms of communication, we will keep your name on our internal suppression list (a 'do not contact' list) to ensure that you are not contacted again. If you exercise your 'right of erasure', we will remove your personal information completely and immediately.

6. What are your rights?

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to be unsubscribed from our email list at any time. You also have the following rights:

- Right to be informed – you have the right to be told how your personal information will be used.
- Right of access – you can ask what information we hold on you and to request a copy.
- Right of erasure – you can request that all your personal information is deleted from our records immediately.
- Right of rectification – if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated.
- Right to restrict processing – you have the right to ask for processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate usage.

To exercise these rights, please send a description of the information in question to hello@everybodyoutdoors.co.uk

7. Where can you update your information?



Generally you can check the personal data we hold about you, and update it by emailing us hello@everybodyoutdoors.co.uk

8. Where can you find further information?

If you have any questions at all about our EBO privacy policy and/or would like to discuss it further please email us at hello@everybodyoutdoors.co.uk