

The use of data by Peat Rigg (GDPR).

Complying with the General Data Protection Regulation (GDPR) 2018

Peat Rigg is a data controller under the GDPR regulations.

The data that we hold on individuals falls into six categories:

- Personal details for individuals attending a course (contact details, medical, dietary information, any specific information that the booking contact within the organisation thinks it is appropriate for us to see). [This information is destroyed at the end of your course.](#)
- Contact information for the key people within organisations that use Peat Rigg, and other individuals and organisations that we work with: This is very basic information (name, work address, work phone and e mail details). [We hold this information securely at Peat Rigg and endeavour to keep it accurate and up to date.](#)
- Contact information for the (small number of) key people within organisations that no-longer use Peat Rigg: This is the same basic information as above. [If you think you may be on this list, and want to be removed, please contact us and we would be more than happy to oblige.](#)
- Details about individuals that have been involved in an accident or incident: [We record the details of the accident or incident and basic details of the individual. These details will be kept securely at Peat Rigg for 7 years and destroyed thereafter.](#)
- Personal details and records of Peat Rigg staff members, used for the lawful operations of Peat Rigg CIC. [This will only be shared with organisations that have a right to see it and will comply with all points below.](#)
- Photographs, images, and recordings of individuals will only be used strictly in accordance with the agreement that we have each individual organisation.

We will only use your details for the above purposes.

These details will be kept securely.

We will not pass these details on to anybody else.

We will comply with every element of the GDPR regulations.