



## Privacy Policy

OutdoorCure, (“a Data Controller”) is committed to protecting the privacy and security of your personal information. This privacy policy explains how we use and will use your personal information and tells you about your privacy rights and how the law protects you in accordance with the General Data Protection Regulations (GDPR).

### *The Kind of Information We Hold About You*

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details. We collect personal information in general where:

- You have entered into a contract with us
- You or a legal representative has given consent
- As required by law (e.g. mandated by statute or court order)
- It is necessary for employment related purposes
- It is necessary to perform statutory functions (including law enforcement)
- It is necessary to deliver health services
- You have made your information publicly available
- Dealing with legal disputes involving you, or other employees, workers and contractors including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations

### *We collect Special Information*

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

### *Purpose*

Your personal information may be collected and used for one or more of OutdoorCure services and/or administrative activities depending on your relationship with OutdoorCure and nature of your contract with us. Generally we collect and use personal information as follows:

- in delivering services and support by ensuring other statutory or voluntary agencies with whom OutdoorCure is working, are able to deliver ‘joined up’ services to you.
- to deliver our services to you
- in planning future services.
- collecting payments.
- for managing and checking the quality of our services.
- to help investigate any concerns or complaints you have about our services and for answering enquiries under access legislation.
- in carrying out our regulatory activities, such as safeguarding, etc.
- to improve the general experience of our customers and of visitors to our websites;
- for managing any online transactions you may elect to make and/or marketing choices or preferences you may have expressed
- to engage with your employer or prospective employer.

The legal bases we rely on for processing your personal information are:

- you have entered into a contract with us.
- it is required by law (such as where this is mandated by statute or under a court order)
- where it is needed in relation to defending legal rights (e.g. in relation to legal proceedings and claims).
- you or your legal representative, have given consent.
- it



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is necessary to deliver health services. • you have made your information publicly available. • it is necessary for archiving, research, or statistical purposes. • it is necessary for fraud prevention and the protection of public funds. • our legitimate interests provided your interests and fundamental rights do not override those interests; • fraud prevention and protection of public funds; • it is necessary for the purposes of preventative or occupational medicine, to suggest a return to work plan, to provide psychological treatment or to manage health and well-being; • it is necessary for a public interest purpose in line with any laws that are applicable or applicable regulatory duties, to include HCPC and BPS code of conduct and ethics.

### *Automated Decision-Making*

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

- Where we have notified you of the decision.
- Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
- In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

### *Cookies*

To find out how we use cookies please see our Cookies Policy.

### *Data Sharing*

We may be obligated in certain circumstances to share your data with third parties. These third parties will also be required to comply with the provisions of the General Data Protection Regulations. (GDPR). We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. All third-party service providers and other entities are required to take appropriate security measures to protect your personal information in the same way that we are.

### *Data Security*

We have put in place appropriate security measures to safeguard your personal information from accidental loss or alteration, inappropriate access, misuse or theft. In addition, we limit access to your personal information to employers, agents and other third parties who have a legitimate need to know. We have in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner of a suspected breach within 72 hours to comply with our legal obligations.

### *Data Retention*

We will only keep your personal information for as long reasonably necessary not exceeding 15 years and as the law specifies or as determined by business requirements. Rights of Access, Correction, Erasure, And Restriction. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

### *Your Rights On Your Personal Information*



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- Enhanced Access - You have the right to request information about the data that we hold about you and what we do with it.
- Rectification- You have the right to have personal data corrected if it is inaccurate and, considering the purposes of the processing, the right to have incomplete personal data completed.
- Erasure – You have an enhanced right to request that we erase your personal data in certain circumstances.
- Restrict processing – You will also have the right to request that we restrict the processing of your personal data in certain circumstances. When information is restricted it will be securely stored and only used with your consent to handle legal claims and protect others.
- Data portability - You have the right to receive personal information that you have provided to us in a structured, machine-readable form and to have us transmit the personal information to another organisation where technically feasible.
- Object - You have the right to object to us processing your personal information.
- Automated decision-making, including profiling – You have the right to request that a decision which legally affects you is reviewed by an appropriate officer.

To review, verify, correct or request deletion of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Controller. We are happy to clarify any aspect of this notice with you.

OutdoorCure will respond to any such request within one month from receipt. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### *Right to Withdraw Consent at Anytime*

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit, membership or service), or we may be prevented from complying with our legal obligations (such as to ensure your health and safety).

If you wish to withdraw consent you should contact the Data Controller in writing.

### *Data Controller*

If you wish to raise a concern or seek clarification about any aspect of this notice please contact the Data Controller. Please provide documents to prove your identity along with a description of your concern. If you want to see a copy of the information about you that we hold and share, please contact the Data Controller at [info@outdoorcure.com](mailto:info@outdoorcure.com)

We may revise this privacy notice so please refer to the version published on our website.