

Privacy Notice

Our contact details

Name: Laneez Ltd

Address: The White Hut, Le Port Car Park, Grande Route Des Mielles, St. Peter, Jersey, JE3 7FN.

Phone Number: 07988687673

Email: Laneez1999@gmail.com

What type of information we have

We currently collect and process the following information:

- Personal contact and emergency contact information.
- Personal medical information in case of an emergency.

How we get the information and why we have it

All personal information we process is provided to us directly by you.

- Information provided to us by you, is collected via emails and the submission of a registration form by you. We use this information you provide in order to deal with your enquiries and process any bookings you make with us.

Under the Data Protection (Jersey) Law 2018, the lawful bases we rely on for processing this information is:

- A. Your consent. You are able to remove your consent at any time. You can do this by contacting: **laneez1999@gmail.com, 07988677673**

What we do with the information we have

We use the information that you have given us in order to:

- Process your booking / enquiry.
- Contact you or your emergency contact if necessary.
- Provide relevant details to medical professionals and emergency services in the event of an emergency.
- We will also use the information provided to gain an understanding of your needs, if any, to ensure your enjoyment and safety when participating in surf and adventure related activities with us.
- With your permission using the consent option on the registration form, we will also use your contact details to provide you with updates about the activities we offer for promotional purposes.
- In regards to the information held on file relating to employees of Laneez Ltd: Information held relating to our employees is gathered only to ensure that we comply with agreed standards and legal requirements when operating a surf and adventure company. Any disclosure of information will only be made with the consent of the employee or the requestors' demonstrated legal authority to receive it. Staff have the same rights as clients to access and check information held about themselves, along with requests to remove any information we hold on file about them.

How we store your information

- Your information is securely stored in a password protected online folder.
- We also keep a paper record of the summer camp register, which contains the name and any medical needs of each individual attending.
- We keep a paper record of those who rent equipment from us.
- We keep a paper record of those who attend our club sessions.
- We record details of any medication held on site and a record of any incidents / accidents.

Disposal of your information

- We keep registration forms for a period of 5 years at which point the online record will be permanently deleted.
- An online record of the Summer surf camp register will be retained on file indefinitely, which will contain the name of the child only, so that a record of attendance can be maintained.
- Paper records of individuals who rent equipment from us and attend our club sessions will be disposed of at the end of the summer season.
- In the event of a reportable incident, these details will also remain on file indefinitely.
- Details of any medication held on site will be disposed of at the end of the summer season.
- If you have provided consent for us to use photographs for promotional material, these will be used on our website and social media sites. If at any point you wish for these photographs to be removed, please contact us.
- Note that your email address will remain on file and be subscribed to our mailing list for promotional updates, if you wish to be removed from this list, please contact us or use the unsubscribe button on the email.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate.
- You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have four weeks to respond to you.

Please contact us at: Laneez1999@gmail.com , if you wish to make a request.

How to complain

You can also complain to the Jersey Office of the Information Commissioner (JOIC) if you are unhappy with how we have used your personal data.

JOIC's address:

2nd Floor

5 Castle Street

St. Helier

Jersey

JE2 3BT

enquiries@jerseyoic.org

+44 (0) 1534 716530