**![Company name

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**Protecting your privacy**

**Get Up 2 Summit**respects your personal data and this privacy notice sets out what data we ask for and what we do with it. This privacy notice relates to our past, present and future client groups as well as freelance employees we work with. **Get Up 2 Summit** employees will carefully receive, store and share this data as our internal business activities require.

​In the course of our business of organising mountain activity events, guided days and skills courses, we will receive or may ask for the following information. This is to enable us to keep in contact with you before your event, whilst you are participating in your event and after your event (if you would like us to).  This policy, together with our sets out the basis on which any personal data **Get Up 2 Summit** collects from you, or that will be processed by us.

**Information that we collect from you**

When you visit this website, email us or when you enter your details on this website, you may be asked to provide certain information about yourself including the following:

* Your full name
* Your email address
* Your date of birth
* Your favoured contact phone number
* An Emergency Contact by name and phone number
* Any medical or health conditions that you would like us to know about to inform our care for you as a client in an event setting
* Whether you agree or not to any photographs, in which you are featured, being used for promotion purposes on our website and social  media sites

​This information is collected by way of online booking forms, email booking requests or by you signing up to a newsletter. We will not store or use personal data that you do not want us to store or use, other than the aforementioned data which we need to hold in order to facilitate the event that you are participating in.  Your personal data will be stored and used in a manner which makes it easy for us to keep in contact with you with essential event information.

​If you participate in any of our events, your information will be retained for a period of 3 years, in the event of a potential personal injuries claim. Your data will be kept

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secure electronically and password protected. At the end of the 3 year period, your information will be permanently deleted. Any paper documentation, for example, medical waivers completed at the event, will be scanned and stored electronically, the paper copies shredded as soon as is possible following the event. Such paper documentation will be safeguarded to prevent loss or theft in the interim.

**Use of your information**

In the context of participating in an event, guided day or skills course, some of data above will be carefully shared with our employees, thus enabling them to ensure your comfort and safety. This data will be full name, contact number, and where applicable, medical or health conditions that you would like us to know about.

**Get Up 2 Summit** will not share any of your data with other businesses, marketing lists or individuals outside of **Get Up 2 Summit** and its employees. We assume that these processes will not cause you undue worry or concern, but please contact us if you have any queries and we will be happy to discuss our operations and the personal data we have received from you.

We may also ask you for information when you report a problem with the website in order to verify your identity. In particular, we may use your information to contact you about important changes or developments to the website or our organisation. Further, where you have consented by any means, we might also use your information to let you know about other products and/or services which may be of interest to you and we may contact you by post, telephone as well as by email.

If you signed up for our updates, you have the right to unsubscribe and be ‘forgotten’ by **Get Up 2 Summit** at any time. If you change your mind about being contacted in the future, please let us know by contacting us.

**Changes**

Any changes to this privacy policy in the future will be made available on our website and where appropriate, through email notification.

**Contact**

All comments, queries and requests relating to the use of your information are welcomed. If you have any complaints about how your data is used by **Get Up 2 Summit**, please contact us and we will respond within 28 days.

If you feel your complaint has not been addressed in a satisfactory matter, you may wish to contact the Information Commissioner's Office who regulate data use and protection in the UK.