

Data Protection Policy

Handling personal data for Outdoor Mobility

Background

This process refers to the use of Wix platform to retrieve and consult information on bookings made by Outdoor Mobility Members and contact information for those members. It is important that this is handled correctly to comply with legislation and, most importantly, as part of providing good customer service.

It is recognised that each partner site will have their own approach to data protection and this information is therefore not an exhaustive guide but intended to provide some key points to be aware of and procedures to follow. The Partner Agreement sets out the full terms. Partner organisations are advised to seek legal/specialist advice relating to data protection compliance within their organisation more generally.

Terms

Outdoor Mobility is the “controller” and the organisation giving or hiring out Trampers is the “Processor”.

Key points for handling data

As the Processor, you access personal data on our behalf (as Controller) and must comply with the following:

Wix platform

As a data processor, the hire site will access information on individual bookings on the Wix platform. This booking information will not only provide the time and date of the booking, but also name of the member and contact details, such as email address and telephone number. This information is used to:

- Verify the ID of the member when they arrive for their hire slot
- Obtain contact details for the Member, for example to advise them of cancellation in the event of dangerous weather conditions

NOTE: All relevant staff with permission to use the Wix platform are required to keep the username and password to the platform secure and to treat the information therein with confidentiality.

Continued

Disclosures

- All requests by Trampler users for information about the personal data held on the WIX platform about them must be promptly passed to Outdoor Mobility.

Data Subject Rights

- Any complaints, requests or objections received from Trampler users must be sent promptly to Outdoor Mobility.

Cessation as a Partner Site

- In the unlikely event that an organisation chooses not to continue as a partner site of Outdoor Mobility, all site access to the Wix booking platform will be cancelled by Outdoor Mobility after a period of time agreed between the partners.