

Privacy policy

GDPR: On 25th May 2018, a new European Union (EU) data protection law, the General Data Protection Regulation (GDPR), takes effect. The GDPR gives individuals in the EU more control over how their data is used and places certain obligations on businesses that process information of those individuals. We are updating our Policy to take into account the new requirements of the GDPR.

Atlas is committed to ensuring that your privacy, as a stakeholder/participant of the charity, is protected. We respect your trust in us to use, store and share your information. This notice explains how we collect personal information about you, how we use it and how you can interact with us about it.

How we collect information about you We collect personal information from you when you work, volunteer or participate in of our programmes and services, regardless of age, therefore we will need to collect your chil/rens information if they also attend.

What information do we collect?

The personal information we collect may include your name, address, e-mail, address, telephone number, bank account details (solely for payment purposes). In certain circumstances we may also need your passport number, date of birth and information about medical conditions, if for example you are travelling abroad with us.

How do we use your information?

We collect only information that we need to complete our obligations with funders, to make and or process payments, to complete contractual arrangement for travel, to have that medical information necessary to keep participant safe (this information is only held for the duration of the event). To let you know about events that we are organising that you may be interested in, or update you on our activities. We will never sell or share your information with third parties unless for a specific contractual arrangement that you have given you consent for.

How do we keep your information safe?

We protect your personal information within a secure electronic file system that is accessible only to authorised staff within Atlas. We keep our computers; files and database secure and take the necessary security measures to protect against breaches. We also are required to keep paper copies

How can you update or remove your data?

You have the right to access your personal data held by us, change or have removed that data as soon as we no longer have a contractual or legal relationship with you. To contact us to have your data updated or removed contact the centre at any time and we will remove your contact information once requested in 5 working days.

Any staff not adhering to the policy and procedures may be subject to disciplinary actions

Policy Adopted on 2th October 2015

Updated 10th June 2020

Barbara Hamill

Barbara Hamill Chairperson