

# Privacy Policy

## Who we are

We are Johannes Petersen Mountain Navigation Coach. We are owned and managed by Johannes Petersen.

Our website address is: <https://www.johannespetersen.scot>

Contact Johannes on 07896 823537, or email [jp@johannespetersen.scot](mailto:jp@johannespetersen.scot)

## What personal data we collect and why we collect it

### What personal data is collected?

We will ask for a completed booking form for every booking. The booking form will ask for active consent from every user (booking client) for this data. This will include name, email address, as well as data concerning health – medical information.

### Why we collect this personal data:

Information from a client obtained through the booking form, is of 'Vital Interest' in relation to the activity which has been booked by the client. Medical information from a booking form may be carried on the person of an Instructor/Guide/Leader contracted by Johannes Petersen, for the course of the booked activity. If a paper copy of the booking form exists, then it will be stored securely in the Office at Johannes Petersen Mountain Navigation Coach. If the client information or booking form exists electronically, for example in an email, then it will be on a device protected by a Password and/or Passcode.

Clients booking forms (which contain the medical information) will be carried by Johannes Petersen during the booked activity, or any freelance instructor booked by Johannes Petersen. The medical information can then be referenced during a medical emergency. Under GDPR this information is classed as being of 'vital interest'. After the activity, the client data (information on the booking form) will either be held for internal management, or will be destroyed / shredded.

All freelance instructors booked to work for Johannes Petersen will agree to, and sign the Johannes Petersen Data Sharing Agreement, before the work. After the activity, the client data will be either destroyed by the freelance Instructor/Guide/Leader or be held for internal management securely in the Office at Johannes Petersen Mountain Navigation Coach.

The client or any 'data subject' is able to contact Johannes Petersen at any point, via any method of communication to have their data destroyed, removed or amended. This applies to paper data from the booking form, or electronic data from the booking form.