Privacy Policy

Ascend Adventure

Last reviewed: February 2026

Ascend Adventure is committed to protecting your privacy and handling personal data in a clear, lawful and respectful way. This Privacy Policy explains how we collect, use and protect personal information when you engage with our work, including projects delivered under Ascend Adventure such as Worldgrown and International Edventures.

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1. Who we are

Ascend Adventure is a UK-based charity working with children, young people and adults through education, community, wellbeing and practical support projects.

If you have any questions about this policy or how we handle personal data, you can contact us at:
info@ascendadventure.co.uk

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2. What personal data we collect

We only collect personal information that is necessary for our work. This may include:

- Names and contact details
- Information shared through referrals or enquiries
- Information needed to deliver activities or support safely
- Volunteer, partner or supporter information
- Limited information relating to safeguarding or welfare where appropriate

In some cases, this may include **special category data** (for example health, accessibility, or support needs). This information is handled with additional care and only collected where necessary.

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3. How we collect information

We collect information in the following ways:

- Directly from you (by email, phone, forms or conversations)
- From referral partners such as councils or trusted organisations
- Through our website when you contact us

4. Why we collect and use personal data

We use personal data to:

- Deliver our services and activities safely and effectively
- Respond to enquiries and referrals
- Meet safeguarding responsibilities
- Communicate with partners, volunteers and supporters
- Meet legal, funding and reporting requirements

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5. Lawful basis for processing

We process personal data under the following lawful bases:

- **Legitimate interests** – to operate as a charity and deliver our work
- **Legal obligation** – including safeguarding and reporting duties
- **Vital interests** – where information is needed to protect someone's safety
- **Consent** – where required (for example, optional communications)

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6. Safeguarding and vulnerable individuals

Ascend Adventure works directly with children and vulnerable adults.
Where safeguarding concerns arise, personal data may be shared with appropriate statutory services or referral partners in line with our Safeguarding Policy and legal obligations.

Safeguarding always takes precedence over data protection where there is a risk of harm.

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7. Sharing information

We only share personal data where necessary and appropriate, for example:

- With councils or referral partners
- With funders (usually anonymised or aggregated data)
- With statutory agencies where required for safeguarding

We never sell personal data.

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8. How we store and protect data

We take reasonable steps to keep personal data secure, including:

- Secure digital storage
- Password-protected devices
- Restricted access to information
- Secure handling of any paper records

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9. How long we keep data

We keep personal data only for as long as necessary for:

- Service delivery
- Safeguarding
- Legal or funding requirements

Data is reviewed regularly and securely deleted when no longer needed.

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10. Your rights

You have the right to:

- Request access to the personal data we hold about you
- Ask for incorrect information to be corrected
- Request deletion of your data (where legally possible)
- Object to certain types of processing

To exercise your rights, please contact:
info@ascendadventure.co.uk

You also have the right to raise concerns with the **Information Commissioner's Office (ICO)**.

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11. Changes to this policy

We may update this Privacy Policy from time to time. The most recent version will always be available on our website.