**🧾 How We Use Your Personal Information**

**1. To Run the Equipment Hire Service – Get Outdoors**

We collect and use your information to:

* Let you borrow mobility equipment.
* Ask for funding to help run the service and buy more equipment.

We do this because:

* You have asked to use the service (**Contract**).
* We must meet our legal duties (**Legal Obligation**).
* We are helping the public by providing this service (**Public Task**).
* We want to keep the service running well (**Legitimate Interest**).

**2. To Make the Service Better**

We may use your information to:

* Check how the service is working.
* Plan how to improve it in the future.

📝 **If we ask you to fill in a survey:**

* It won’t include your name or anything that can identify you.

We do this to:

* Make sure the service is safe, useful, and meets people’s needs.

**✅ Your Permission (Consent)**

We will **only share** information about your equipment use if you say it’s okay — for example, by **ticking a box on a form**.

**🔒 How We Keep Your Information Safe**

* Your forms are stored safely for **7 years**.
* We keep them in case of legal or insurance reasons.

We do this because:

* We have a good reason to keep the information.
* It’s needed to show how the service was used.
* We only collect what’s necessary, and we keep it private and secure.

**📞 Contact Us**

* If you have any questions, or want to know more about how we use your personal information, you can contact our **Data Protection Officer (DPO)**.
* A **Data Protection Officer** is someone who makes sure we are following the law and keeping your personal information safe.
* **Email**: [DPO@pembrokeshirecoast.org.uk](mailto:DPO@pembrokeshirecoast.org.uk)
* **Phone**: 01646 624800
* **You can also write to us at**:

Data Protection Officer  
Pembrokeshire Coast National Park Authority  
National Park Offices  
Llanion Park  
Pembroke Dock  
Pembrokeshire  
SA72 6DY

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|  | **Purpose Table** |  |
| **What the personal information is  used for:** | **Our reasons** | **Our legitimate interests**  **(Legitimate means ….)** |
| By Pembrokeshire Coast National Park Authority to manage beach hire service | Contract Legitimate Interest Legal Obligation Public Task | Please make sure you understand the **basic safety guidance** before using the mobility equipment.  🛑 This helps keep **you and others safe** while using the equipment. |
| (Subject to consent being explicitly given)  By Pembrokeshire Coast National Park Authority to assess beach hire service | Evaluation Planning | By sharing your feedback, you help us **improve the service** and **plan for the future** so it better meets **your needs and the needs of others**. |

Pembrokeshire Coast National Park Authority is registered as a Data Controller with the ICO (Information Commissioner’s Office). Registration number: Z6910336 👉 This means we are responsible for looking after your personal information and making sure we follow data protection laws.

For more information on how Pembrokeshire Coast National Park Authority keeps information safe please visit our privacy policy: <http://pembrokeshirecoast.wales/privacy>