

Privacy Notice

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Communities and Families Excursions

The term 'establishment' is used to represent any Communities and Families school, other establishment or service.

The City of Edinburgh Council is committed to delivering safe and effective excursions for a range of users, including children and young people.

In addition to excursions arranged by individual Communities and Families establishments, the Council's Sport and Outdoor Learning Unit offers excursion provision via the Bangholm, Benmore and Lagganlia Outdoor Centres.

When participants take part in excursions, it is necessary to collect some personal data. Establishments need to do this to perform their public task (planning and delivering excursions) and this information enables them to support participants' individual needs, wellbeing, and to keep everyone safe.

We have detailed below how establishments handle the personal data they collect for excursions. For more information about how the Council processes personal data, including your information rights, please see The City of Edinburgh's [Privacy Notice](#).

How we collect personal data

When an establishment offers excursions, relevant information will be provided about what is involved. Parents/legal carers, or participants where appropriate, will need to complete a form providing key personal data which is necessary to the planning process, and to manage any emergencies if they occur. This form also acts as a permission form for young persons to participate in excursions.

If the requested form is not completed, the establishment will be unable to plan and deliver safe excursions for all participants.

There are three different forms depending on the type of excursion(s). Parents/legal carers, or participants where appropriate, may need to complete more than one form at different times depending on the type of excursion(s). These forms are:

- **Annual Key Information & Consent Form** – this collects key information and participation consent for:
 - (i) Regular and routine excursions. These are generally visits to **local** venues (within or close to the City); involve **easily managed** activities; happen on a **regular basis**; and are completed within **normal session times** e.g. normal school day. You may not necessarily be told every time the participant goes off-

site for this kind of excursion. Examples can include swimming lessons or visits to a local park. The establishment may provide examples on the form.

- (ii) Extended excursions are generally visits **not** regarded as part of the normal regular activities of the establishment; may **extend beyond** normal hours but **not** overnight; and/or may **extend beyond** the City. Examples can include visits to a museum, country park, or castle. The establishment may provide examples on the form. These excursions do not include specialist adventurous activities or visits to more hazardous environments e.g. climbing, abseiling and kayaking. You will be informed in advance about each excursion, including any specific information about the off-site activity.

This information is collected when the participant joins the establishment and may be checked on an annual basis.

- **Single Key Information & Consent Form** - this collects key information and participation consent for one-off excursion/excursion programmes which require more planning, and may include adventurous activities; remote locations; overnight stays; and/or visits overseas. To ensure accuracy and excursions are properly tailored to individual needs, establishments will collect up to date personal data for these specific excursions.
- **Centre(s) Key Information & Consent Form** – this collects key information and participation consent for a one-off excursion/excursion programme to The City of Edinburgh Council (CEC) Benmore or Lagganlia Outdoor Centres; or those delivered by Bangholm Outdoor Centre staff. To ensure accuracy and excursions are properly tailored to individual needs, establishments will collect up to date personal data for these specific excursions.

Establishments will also collect personal data, when necessary, in relation to medication and medical treatment which may be needed on an excursion. They will also collect personal data in relation to supervising adults on certain excursions to ensure that all participants are kept safe.

The establishment will provide the relevant form(s) to parents/legal carers, or participants if appropriate, when organising excursions. If there is any additional information which they would like to share with the establishment but is not requested on the form, they should let their establishment know.

It is important that parents/legal carers, or participants where appropriate, inform the establishment as soon as reasonably possible about any changes or additions to key information and consent which may affect a participant's involvement in an excursion.

What data we collect

Establishments will ask for the following type of personal data to help them deliver safe and effective excursions:

- healthcare, medical, dietary, and additional support needs so that support can be planned, activities are matched to the needs and abilities of each participant, and any reasonable adjustments made;
- emergency contact details so they can talk to parents/legal carers or other relevant people about the safety and wellbeing of participants when they need to;
- general ability in swimming and cycling so that activities are matched to the needs and abilities of each participant;

- other needs relevant to the type of excursion(s); and
- gain consent for each participant to undertake the excursion(s).

Photographs and Videos

For annual or one-off excursions organised by an establishment, any photographs and videos taken will be used in accordance with the establishment's policy.

For approved excursions to the Council's Benmore or Lagganlia residential outdoor centres; or those organised by Bangholm staff, the Sport and Outdoor Learning Unit (S&OLU) will ask for separate photograph and video consent. This is because the S&OLU would like to use images of activities at the Centres to promote what they do. They will do this via the Council's websites, Council social media accounts and Council printed materials, documents and publications.

If consent is given, the parent/legal carer will then grant The City of Edinburgh Council:

- sole ownership of any photograph(s) and/or video(s); and
- a royalty-free, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, perform and display such photographs and/or video(s) (in whole or part) for the purposes of celebrating achievements, promoting our centres and complete reports.

How we keep personal data

Establishments will keep personal data secure and ensure that it is only accessed by those that need to see it. They will not keep information for longer than is necessary and will follow the Council's record retention schedule. Key Information and Consent (KIC) forms will normally be retained for three years.

Sharing personal data

It will sometimes be necessary to share personal data with third party providers who are contracted to help organise and deliver an excursion. As above, this is so excursions are managed safely and meet the needs of everyone attending.

Some third-party providers may ask for personal data directly, in which case they will provide their own forms and privacy information.

A list of the Council's Adventurous Activities Approved Providers can be found [here](#).

In an emergency, establishments and Council outdoor centres may need to provide personal data to the NHS, Police Scotland, and/or the Fire Service.