

## Privacy Notice

Version 1 May 2018

### Non-City of Edinburgh Group Excursions to Benmore, Lagganlia and via Bangholm Outdoor Centres

The term 'establishment' is used to represent any school, other establishment, relevant service or group.

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

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. The Council's outdoor centres need to do this to perform their public task (planning and delivering excursions provision) and this information enables them to support participants' individual needs, wellbeing, and to keep everyone safe.

We have detailed below how the Council's outdoor centres 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 books excursions provision at the Council's outdoor centres, relevant information will be provided about what is involved. The visiting establishment will share the appropriate information with parents/legal carers, or participants where appropriate.

Parents/legal carers, or participants where appropriate, will then 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 consent form for young persons to participate in the excursion to the Council's outdoor centre.

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

**Key Information & Consent (KIC) 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, the outdoor centres will collect up to date personal data for these specific excursions.

The Council's outdoor centres will collect personal data in relation to supervising adults to ensure that all participants are kept safe.

The establishment will provide the relevant form 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 and the outdoor centre 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. Relevant information will then be passed onto the Council's outdoor centre.

### **What data we collect**

The Council's outdoor centres 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; and
- gain consent for each participant to undertake the excursion.

### **Photographs and Videos**

For approved excursions to the Council's Benmore or Lagganlia residential outdoor centres; or those organised by Bangholm staff, the Council's outdoor centre will ask for separate photograph and video consent. This is because the Council 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**

The Council's outdoor centres 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 and any related documentation such as dormitory plans will normally be retained for three years. Procedures are in place for keeping personal information secure onsite and offsite; and when disposed of.

## **Sharing personal data**

It will sometimes be necessary to share personal data with third party providers who are contracted by the Council to help organise and deliver an excursion. These will be named in the Key Information and Consent (KIC) form – section 1.2. 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.

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