

**Privacy Notice – Expeditions as part of Adventure courses; collection and use of student personal data**

**The Data Controller of the information being collected is:**

The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at [dpo.nwh@uhi.ac.uk](mailto:dpo.nwh@uhi.ac.uk)

**This privacy statement relates to the following process:**

Expeditions as part of Adventure courses – collection and use of student personal data.

**Your information will be used for the following purposes:**

<p>The university/college operates several procedures and checks to keep you, and others, safe during your School of Adventure Studies (SoAS) Expedition. The medical details collected about you form part of our procedures and checks and are required by health and safety law and may also be used to facilitate your safe participation in the expedition and its adventure activities. The processing of your personal data is necessary for the following purposes:</p>	
<p><b>Purpose 1: Medical Details</b></p>	<p>Medical information is collected from all SOAS students at the start of each academic year and SOAS students are encouraged to report any medical updates to their course lecturer.</p> <p>Medical information is a required element for our activity risk management system for all SOAS expeditions, and for international travel. A copy of your medical details will be carried by your UHI Instructor during the Expedition, including our risk assessments, operating procedures and Health &amp; Safety obligations to you.</p> <p>Please access the <a href="#">SOAS Medical Details Privacy Notice</a> for details of how your personal data is processed.</p>
<p><b>Purpose 2: Organise Accommodation</b></p>	<p>On occasions when UHI NWH organises hotel accommodation, we will use personal information to plan and allocate booked rooms; this information may be shared with the accommodation provider.</p>
<p><b>Purpose 3: Arrange International Travel</b></p>	<p>If UHI NWH is responsible for arranging international travel as part of your course, personal information may be used to allow us to arrange transportation for you, including: your name, contact details, DOB, details of accessibility requirements or allergies (to allow for reasonable adjustments so you may travel safely).</p> <p>Students will be encouraged to complete their own online check-in and enter their own passport numbers wherever possible.</p>

<b>Purpose 4: Record Dietary Requirements</b>	Your dietary requirements are collected for the purposes of ensuring there are adequate ingredients and resources to accommodate all intolerances and allergies.
<b>Purpose 5: Immunisations (for information only)</b>	<p>If certain vaccinations are an entry requirement for international travel, the College will advise you of this and will cover the associated charge for the vaccine.</p> <p>Students are responsible for organising their own vaccines and <b>no personal data will be collected by the College in relation to this</b>; however, please be advised that you may be turned away by Immigration upon arrival if you do not hold the correct vaccine documentation and would be unable to participate in the expedition.</p>
<b>Purpose 6: Physical Activity Restrictions</b>	Record any physical activity restrictions shared by you, to allow the selection of the best activity for the foreign expedition itinerary.

**Our legal reason for using the data is/are:**

**Purpose 1: Medical Details**

Please see *Purpose 1: Risk Assessment* of the [SOAS Medical Details Privacy Notice](#) for details of our lawful basis for processing your personal data.

**Purpose 2: Organise Accommodation, Purpose 3: Arrange International Travel**

- Use is necessary for the **performance of a contract** with you, that contract being between the UHI and students enrolled to study the *Expedition Skills in a Changing World Part 2 module* as part of their degree, and other parties to provide educational services and ensuring you can take part in a foreign expedition which forms a key aspect of your course.

**Purpose 5: Immunisations**

Not necessary, no personal data is recorded in relation to immunisation history.

**Purpose 4: Record Dietary Requirements Purpose 6: Physical Activity Restrictions**

- Our legal reason for using the data is that you have given us your **consent** to contact you by proactively checking the required box under the relevant heading within the '*Expedition Skills in a Changing World Part 2: Participation Form*'. You have the right to withdraw your consent at any time by emailing [soasservices.nwh@uhi.ac.uk](mailto:soasservices.nwh@uhi.ac.uk)

The data being used includes special category (sensitive) data. This may include health data. We use this sensitive data under the following legal conditions:

**Purpose 1: Medical Details**

Please see *Purpose 1: Risk Assessment* of the [SOAS Medical Details Privacy Notice](#) for details of our lawful basis for processing your special category personal data.

**Purpose 2: Organise Accommodation, Purpose 3: Arrange International Travel**

- If you share health data with us to request reasonable adjustments or equality of access for accommodation or travel booking purposes, then our lawful basis for processing this data is for **reasons of substantial public interest** to *promote equality of opportunity or treatment*, referring to the Equalities Act 2010 as a basis in law.

**Purpose 4: Record Dietary Requirements Purpose 6: Physical Activity Restrictions**

- If you choose to share sensitive personal data with us regarding food allergies and intolerances, or details of any physical restrictions you may have, then our additional lawful basis for processing this information is your **explicit consent**.

**If you were to withhold the personal information we require for this process, the consequences would be:**

We would be unable to allow you to participate in the Expedition if you withhold medical details, as the module outcome requires your participation this would impact your achievement on your course.

Withholding details of physical activity restrictions may result in necessary equipment being unavailable at the point of hire at third party venues, or the adaptation of certain activities may not be possible at short notice.

If you were to withhold dietary requirements, then we cannot guarantee that your dietary requirements can be catered for at short notice.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

UHI NWH may contract **select third-party Adventure Tourism Companies** to advise on and facilitate the management of the expedition, and the below personal data relating to you will be shared with them. Your course tutor can provide you with the name of any contractors on request and you can access their online privacy notice for details of how your personal data will be processed:

**Purpose 1: Medical Details**

**Purpose 4: Dietary Requirements**

**Purpose 6: Physical Activity Restrictions**

Personal data collected as part of **Purpose 1: Medical Details** may be shared with the following parties in certain circumstances:

- **Members of the emergency services** where the information is pertinent to assuring your health and safety (for example in medical or search and rescue emergency situations).
- Your data will, or may, be shared with the **Health and Safety Executive (HSE)**. This is because the college is required to report details of certain medical and trauma incidents to the HSE.

**Purpose 2: Organise Accommodation, Purpose 3: Arrange International Travel**

If UHI NWH is responsible for booking accommodation and travel, limited personal data will be shared with **third party accommodation and travel providers** to allow reservations to be made.

**Your data will be retained for the following length of time:**

<p><b>Purpose 1: Medical Details</b></p>	<p>The data will be held until the end of the academic year for which it was collected. Unless the risk assessment is pertinent to the record of a medical or trauma incident, in which case some or all of this data will be held for:</p> <p>Six years from the end of the academic year in which the incident being recorded (for over 18s).</p> <p>Or, if you are under 18 at the time of the incident:</p> <p>Six years from the end of the academic year in which you are 18.</p> <p>This period is to satisfy the requirements of the RIDDOR regulations and to allow the college to contribute to any legal matters arising from such incidents.</p>
<p><b>Purpose 2: Organise Accommodation</b> <b>Purpose 3: Arrange International Travel</b> <b>Purpose 4: Record Dietary Requirements</b> <b>Purpose 6: Physical Activity Restrictions</b></p>	<p>This data will be held until the end of the academic year for which it was collected, and then confidentially destroyed.</p>
<p><b>Purpose 5: Immunisations</b></p>	<p>Not applicable, no personal data is recorded in relation to immunisation history.</p>

**Following rights are rights of data subjects:**

- The right to withdraw consent (purpose 4 and purpose 6)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a [complaint with the Information Commissioner's Office](#) at any time about our handling of your data however we would encourage you to discuss your concerns with us before you undertake this action.