

Contact details:

The Data Controller of the information being collected is UHI North, West and Hebrides ('the College'), Ormlie Road, Thurso, Caithness, KW14 7EE. For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dpo.nwh@uhi.ac.uk

How we use your information:

The College will store limited personal data regarding high school pupils who have received parental consent to participate in a short one-day release course or excursion experience at the UHI NWH School of Adventure Studies (SoAS). The data shared by your child's high school includes: your child's name, name of the high school attended, next of kin contact details and details of any medical conditions or additional support requirements. The College requires this information for the purposes of:

- Co-ordinating the day trip
- Ensuring the health and safety of pupils
- Providing an inclusive learning environment

Our lawful basis for using the data is:

- **UK GDPR Article 6(1)(e) Public Task:** the College is performing a task in the public interest, that being the provision of quality education services.
- **UK GDPR Article 6(1)(c) Legal obligation:** *The Health and Safety at Work Act 1974*, and; *The Equality Act 2010* to make any reasonable adjustments to enable pupils to participate in the day trip experience.

The data being collected includes special category (sensitive) data, including health data. We use this sensitive data under Article 9(2)(g) reasons of substantial public interest:

- to promote equality of opportunity or treatment, referring to *the Equalities Act 2010* as a basis in law.
- processing required by an enactment - protection of individuals per *Health and Safety at Work Act 1974*.

Who we may share data with: Your personal data will not be shared with any third-party organisations.

If your child unfortunately experiences a medical/ trauma incident, the College will be obligated to report this to the [Health & Safety Executive](#) for regulatory reasons.

Retention:

- **3 months** from the date of participation in the day trip.
- For reportable medical/ trauma incidents, a record will be held for **seven years** from the end of the academic year in which the incident occurred (for over 18s); or, for pupils under 18 at the time of the incident, seven years from the end of the academic year in which they turn 18 years of age.

Your data subject rights:

- access your personal data
- rectification if the personal data we hold about you is incorrect
- You have the right to object **in certain circumstances**
- restrict processing of your personal data

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.