

SERVICE PRIVACY NOTICE

Outdoor and Environmental Education

Privacy Notice

May 2019

Introduction

This privacy notice explains how the Council uses your data to communicate with you regarding your booking/enquiry or advice concerning off-site visits. We do not collect personal information about you when you contact us or visit our website - except for cookies - unless you expressly choose to provide it to us, so you can take advantage of a specific service. For example completing a form, signing up to receive email updates or making a booking online, by phone, post, or in person. We only collect and use information required to fulfil the services provided to you.

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Images
- Address
- Parent/carer details
- Emergency contacts

What types of special category personal data do we need from you?

- Physical disability
- Special educational need (SEN)
- Medical information
- Dietary requirement

Why do we use your data?

- To identify your booking/enquiry
- For service planning, training and improvement
- To provide statutory off-site visits advice
- To communicate with you regarding your booking/enquiry
- To allow us to plan appropriate staffing, accommodation
- To communicate with a nominated person in case of an emergency whilst you are visiting
- To help us plan relevant assistance for delivering a service

What legal reasons allow us to use your data in this way?

Our legal basis for processing your data for the purposes of marketing is that we have obtained explicit consent from you. Our legal basis for processing your special category personal data is through explicit consent. You have the right to withdraw your consent at any time and this can be done by contacting the Outdoor Education Team at nottsoutdoors@nottscc.gov.uk

Our legal basis for processing your personal data and special category personal data is that it is necessary to perform our public tasks as a local authority. Our legal basis is supported by the following legislation (but not limited to): Health and Safety Act 1974

- The Children Act 2004
- The Children and Families act 2014
- Local Government Act 1972, section 111 which provides that Nottinghamshire County Council is able to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions

What will happen if you do not provide or we cannot obtain the data needed?

- We could not guarantee that the activities we provide are appropriate for the child / young person taking part.
- We could not ensure that the advice we provide for off-site visits is accurate and fit for purpose to ensure health and safety standards are maintained.

Who may we share your data with or receive it from?


- Schools & Academies
- Youth Services
- Parents, carers and guardians
- We use a third-party organisation to store personal information to help deliver our services to you. With this arrangement we have an agreement in place to make sure that the organisation complies with data protection law. We have completed a Data Protection Impact Assessment (DPIA) before we shared any personal information to make sure we protect your privacy and comply with the law.

Does the service make decisions using fully automated processes?

Yes. If you do not wish the decision about you to be automated, please email the Outdoor Education Team at nottsoutdoors@nottscc.gov.uk

The Remainder of this Privacy Notice, as it will appear on the Council's Public Website is standard for all services and can be found at Appendix A

GROUP MANAGER SIGN-OFF

Name of Service Director:	Steve Edwards		
The Service Director is content with this Privacy Notice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<p>I understand that individuals have the right to be informed about the processing of their personal data in line with the provisions of the Data Protection Act 2018.</p> <p>I will keep this Privacy Notice under review and revise it should there be material changes to service delivery that individuals should / would expect to be made aware of.</p> <p>I understand that a register and archive needs to be kept of Privacy Notices that were in place at specific times and will notify the Information Governance Team (via data.protection@nottscc.gov.uk) of any changes that need to be made to my Privacy Notice and will work with them to maintain accurate records.</p>			
Comments:			
Name:	Pom Bhogal	Title:	Young People's Service Manager
Signature:		Date:	05/04/2019

Who will be using your data?

Nottinghamshire County Council will process your data and we may also contract third parties to process your data on our behalf

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Or email: DPO@nottscc.gov.uk

Please see the County Council's privacy statement for further information:
<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at

Wycliffe House
Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk