



CONFIDENTIALITY AND DATA SECURITY PRIVACY NOTICE

The organisation responsible for looking after your and your group's personal data (Data Controller) is Leeds Beckett University. Leeds Beckett University will collect the following categories of personal data; personal details, visual images, video, age, ethnicity, gender, disability and medical information relating to participants and client organisations obtained from booking forms and medical consent forms.

We will process your personal data for the purposes of providing the services you have requested.

We will process your personal data in accordance with the General Data Protection Regulations ("GDPR") or any successor legislation to the GDPR or the DPA. The legal basis under which processing of personal data may take place is to fulfil the contract to provide the services you have requested, to comply with our legal and licensing obligations to hold participant records for seven years, or until a minor turns 21, and for the vital interests of the participants. We are not permitted to transfer information overseas unless there is adequate protection in place.

The recipients of the data collected are Carnegie Great Outdoors, Leeds Beckett University. The data may be shared with third parties including accommodation providers and instructor staff, in some instances this may include sub contracted instructor staff from other organisations, for the purposes of fulfilling the contracted programme, satisfying participant requirements and facility requirements, and to ensure safety and inclusivity during activities. Failure to provide Medical Consent Information will result in participants being unable to take part in our activities. Data will be stored securely for seven years, or until a minor turns 21 years old, whichever is later to ensure we comply with our legal and licensing obligations.

We will keep your personal data secure by storing it on our protected University network system, which is restricted to authorised users only, and by using password security. Paper copies of personal data (including medical consent forms) will be held securely by approved personnel whilst on programme.

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete;
- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing;
- To restrict the processing of your personal data in certain ways;
- To obtain your personal data for reuse;
- To object certain processing of your personal data;
- To complain to the Information Commissioner's Office about the way in which we process your personal data.

Leeds Beckett University's data protection policy and privacy notice which are updated from time to time are publically accessible at <http://www.leedsbeckett.ac.uk/public-information/data-protection>

For more information on any of this information, your rights or if you have a query please contact Carnegie Great Outdoors at carnegiegreatoutdoors@leedsbeckett.ac.uk or **0113 812 8627**.