

Personal Data and Fair Processing Notice

(Data Protection Act 1998)

The Haven Banks Outdoor Education Centre (the centre) is managed by Exeter College which is responsible for processing the personal information submitted on this form.

Contact information may be used by the centre to get in touch with the participant, or parent / guardian if appropriate, regarding booking, participation in activities or related opportunities and events.

Personal information will be used in the best interests of the participant's welfare by instructors, managers and others with responsibility for activities offered by the centre. Medical and other sensitive personal information will be shared with those who need it in order to protect the welfare and vital interests of the participant and third parties.

Where a booking is subject to the consent of a parent or guardian, the centre may share the participant's personal information including attendance, progress and attainment, with their parent, guardian or other designated next of kin.

Where participation is as part of a school group, the centre may share personal information including attendance, progress and attainment, with the participant's school.

The centre may share and discuss the participant's attendance, progress, past and future attainment, with an employer or other sponsor which is funding their participation in full or in part. The centre may also share personal data with relevant awarding bodies which may contact the participant directly.

The centre may be obliged to share some personal data with local and national government and other agencies for the purposes of statistical analysis. Where such information is not anonymised, then this will be subject to the fair processing notices of the recipient organisations.

The centre reserves the right to review any student's / participant's presence on any course, should it come to light that material facts, which may impact on the health, achievement, safety and wellbeing of others, have not been declared on this form.

Photographic consent

From time to time Exeter College takes photographic images (moving and still) of individuals and groups which it publishes in case studies and other information materials. Exeter College may reproduce such images, from which participants may be recognised, in publications created within 5 years of this booking.

Participants can withdraw their consent to the publication of new materials containing their image by requesting the appropriate form from the Haven Banks Centre Manager.

Signed: _____ Date: _____