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In Line with our GENERAL DATA PROTECTION REGULATION POLICIES 2020

Trewern Outdoor Centre is owned and managed by the London Borough of Barking and Dagenham, and complies with the following policies issued by the Borough:

- [General Data Protection Regulation Policy \(GDPR\)](#)
- ICT & Cyber Security Policy
- [Information Sharing Policy](#)
- [Records Management Policy](#)
- [Security Incident and Data Breach Policy](#)
- [Subject Access Request Policy](#)

This document outlines additional specific policies that relate to the management and function of Trewern Outdoor Centre. These additional policies in no way contravene the policies highlighted above, but rather serve to demonstrate how they are applied in the context of the operation of the centre.

Named Contacts

Initial contact regarding matters relating to GDPR should be directed to:

- Justin Bradley – Head of Centre (acting)
- Lin Jeffries – Office Manager

They will deal with data issues in consultation with the Borough Data Protection Officer (DPO).

Breaches of GDPR Regulations

All breaches will be reported to the DPO within 24 hours of the breach being identified, and DPO will advise Trewern as to the appropriate action to be taken, including informing those affected by the breach.

The DPO will also direct breaches to the Information Commissions Office (ICO) in cases that could result in a risk to the rights and freedoms of individuals: discrimination; damage to reputation; financial loss; loss of confidentiality; any other significant economic or social disadvantage.

Information Held

The following medical/personal information form is a prerequisite of attendance at Trewern:

Form 2

Trewern Outdoor Education Centre
PERSONAL DETAILS/ATTENDANCE FORM
To be completed by all course members including staff
(CONFIDENTIAL)

School/Organisation

Date of Course:

Name:	Male / Female
Date of Birth:	

Address:
Home Tel. No:
Email:

Please provide two contacts who can be reached in the event of an emergency:

Name:		Name:	
Tel:		Tel:	
Mobile		Mobile	

During the course, photographs may be taken which could later be used for educational purposes or to promote the Centre. If you have an objection to this please contact the Centre.

Name of Doctor:

Address:
Tel. No:

Please specify any medical problems/allergies:
Are you taking any medication? (please give details and dosage)

Approximate date of last Tetanus injection if known:
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Special dietary requirements:

<u>Swimming ability (tick box)</u>	
Non swimmer <input type="checkbox"/>	Confident in water <input type="checkbox"/>

Declaration:

If there are any changes to the above information I will inform the Group Leader or Centre before the start of the course.

'I accept that all adventure activities carry an element of risk that cannot be eliminated but these risks will be managed by competent instructors'.

For students under 18 the person with parental responsibility must sign.

Signed:

Date:

Name (PRINT):

Use of Collected Data

The following information is included at the foot of this Personal Information/Attendance Form and our Booking Form to explain why we collect the data and how it is used to safeguard course participants:

General Data Protection Regulation

Why we collect it?

Trewern Outdoor Centre collects the information on this form to ensure the safety and wellbeing of course participants.

Who do we share it with?

Trewern staff will not share the information with anyone - except medical professionals if treatment is required.

What we do with the information?

The information will be securely stored at the centre during the course. After the course, all the forms are shredded, except where a form has been attached to an accident form or incident form about the person named on the form.

How long will we keep it?

Information provided on this form will be kept for the time required by the Limitation Act 1990. (I.e. 7 years for adults, until a young person reaches the age of 25, or for 99 years in the case of Looked After Children.) This only applies to forms attached to an accident or incident form.

How can people access their personal information?

If you wish to access the personal information that we hold you should contact Trewern Outdoor Centre.

Form 8

Trewern Medical Risk Assessment Form

Please fill in the details of any children who have special requirements that Trewern needs to know about. Include those with medical needs, special dietary requirements, non-swimmers and those not confident in water as well as those with other needs to be considered, e.g. aspergers, ADHD, etc.

Name	Activity Group In numerical order	Medical condition/dietary requirement/other relevant information	Non swimmer (please tick)	Confident in water (please tick)	Control measures (to be filled in by Trewern Staff)

In addition to medical information, we also discuss special educational needs, child protection issues and behaviour issues with visiting staff at the beginning of the course, as highlighted in the form above. This is then disseminated to teaching staff as necessary through activity group lists. These lists are returned at the end of every day and destroyed at the end of the course.

Security of Data

Medical data held in paper form is returned to visiting teachers at the end of the week for their return journey. Any duplicates left at the centre are shredded immediately. Only data used in conjunction with medical forms is retained and this is destroyed in line with the limitations highlighted above.

Digitally stored group data is deleted quarterly. We use *PaperTrail* online database services to ensure that this process is carried out systematically.

Photographs are often used to evidence attainment and experiences at Trewern. We have a medical/Consent form that is signed prior to arrival. Photographs taken during a course are given to visiting staff on a DVD or shared to school cloud services or emails securely. We delete photographs taken of participants from our computers after one year. We use *PaperTrail* online database services to ensure that this process is carried out systematically. Where images have been used at Trewern, on our website, on social media or in marketing materials, they will be stored online either in a secure cloud service such as Dropbox or OneDrive, or in a media library appropriate to the platform in question. In all cases, the subject will not be identified by name. Wherever possible we will use images that reduce the chance of recognition. **Any person featured in images used in that way has the right to ask for their photo to be removed at any time!** Trewern staff will remove that image as soon as possible. Where photo consent is withheld, images from that school trip will be erased once it has been confirmed that the visiting school no longer require the backup of copies held on our system: this will be discussed with visiting staff at the beginning of the course.

Data is only accessed by authorised Trewern staff and medical professionals/rescue services if treatment is required. Data will not be passed on to a third party unless permission has been granted.