

Privacy Notice - Health and Safety on Adventure courses; collection and use of student medical details

The Data Controller of the information being collected is:

For Higher Education courses (Degree courses): The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For Further Education courses (All non-degree courses): UHI North, West and Hebrides, Ormilie Road, Thurso, Caithness, KW14 7EE.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dpo.nwh@uhi.ac.uk

This privacy statement relates to the following process:

Health and Safety on Adventure courses – collection and use of student medical details.

Your information will be used for the following purposes:

The university/college operates a number of procedures and checks to keep you, and others, safe during your School of Adventure Studies (SoAS) course. These procedures and checks are required by health and safety law and may require the university/college to process personal data about you. Some health information will be used to determine sizes of equipment required for your safe participation. The processing of your personal data is necessary for the following purposes:	
Purpose 1: Risk assessment	The medical information is a required element for our activity risk management system that includes our risk assessments and our operating procedures.
Purpose 2: Preparation for active sessions	This medical information informs us of any precautions we need to put in place to ensure your safety whilst you are participating in adventurous activities and informs us of any medical needs during the day of activity.
Purpose 3: Reaction to health and safety or medical incidents	This information allows us to respond to a medical or trauma incident with more informed knowledge and to pass on any relevant information to emergency or medical services.
Purpose 4: Recording and reporting medical and trauma incidents	Keeping a log of medical and trauma incidents and accidents and our reactions to those incidents. In some cases, these reports (in full or in part) may be reported to the Health and Safety Executive as required.
Purpose 5: Determine equipment requirements	Your height will be used to ensure that the correct size of equipment is available for you to safely participate in physical activities that form part of your academic course. Aggregate data will be used by course tutors to make equipment reservations with third party suppliers; your personal data will not be shared.

If you are enrolled on the **PGCert Outdoor and Adventure Therapeutic Practice** course the following additional purposes apply to protect your health and uphold equality rights during your residential stay:

Purpose 6: Organise accommodation (PGCert only)	UHI NWH will use personal information to plan and allocate booked dorm rooms; this information will be shared with the accommodation provider.
Purpose 7: Record dietary requirements (PGCert only)	Your name and any dietary requirements will be shared with the onsite restaurant to ensure there are adequate ingredients and resources to accommodate all intolerances and allergies.
Purpose 8: Physical activity requirements (PGCert only)	Record any physical activity restrictions shared by you, to allow UHI tutors to select the best activity and venue for the residential stay itinerary.

Our legal reason for using the data is/are:

Purpose 1: Risk assessment, Purpose 2: Preparation for active sessions, Purpose 3: Reaction to health and safety or medical incidents Purpose 4: Recording and reporting medical and trauma incidents

- Use is necessary for the performance of a **contract with you** or to take steps, at your request, before entering into such a contract. In this case the contract will be your student contract (Adventure courses include physical activity that need to be properly risk assessed and managed).
- Use is necessary for us to **comply with legal obligations**, those being the University/College's obligations under: The Health and Safety at Work Act 1974, RIDDOR regulations or the college/university general duty of care. From time to time, these legal obligations may include temporary/emergency public health legislation or statutory guidance (such as COVID-related regulations).
- In some circumstances it may be necessary to process your data to **protect your vital interests** (protect you from severe harm), such as in medical emergency situations.
- Use, as necessary only, where required for the establishment, exercise, or **defence of legal claims**.

Purpose 5: Determine equipment requirements

- Use is necessary for the **performance of a contract** with you, that contract being between the UHI NWH and its students enrolled on *School of Adventure Studies* courses, and other parties to provide educational services and ensuring you can safely participate in physical activities - by providing the correct size of equipment - which form a key aspect of your course.

Purpose 6: Organise accommodation (PGCert only)

- Use is necessary for the **performance of a contract** with you, that contract being between the UHI NWH and its students enrolled to study *PGCert Outdoor and Adventure Therapeutic Practice*, and other parties to provide educational services and ensuring you can take part in a residential stay which forms a key aspect of your course.

Purpose 7: Record dietary requirements (PGCert only) Purpose 8: Physical activity requirements (PGCert only)

- Our legal reason for using the data is that you have given us your **consent** to contact you by proactively checking the required box under the relevant heading within the 'PGCert Outdoor and Adventure Therapeutic Practice: Residential Form' form. You have the right to withdraw your consent at any time by emailing soasservices.whc@uhi.ac.uk

The data being used includes special category (sensitive) data. This may include health data. We use this sensitive data under the following legal conditions:

Purpose 1: Risk assessment, Purpose 2: Preparation for active sessions, Purpose 3: Reaction to health and safety or medical incidents Purpose 4: Recording and reporting medical and trauma incidents

- Use is necessary for us to comply with legal obligations in the fields of employment/social protection law or conferred on the university/college by an enactment of rule of law (regarding matters of substantial public interest), those being the University/College's obligations under: The Health and Safety at Work Act 1974, RIDDOR regulations or the college/university general duty of care. From time to time, these legal obligations may include temporary/emergency public health legislation or statutory guidance (such as COVID-related regulations)
- In some circumstances it may be necessary to process your data to protect your vital interests (protect you from severe harm), such as in medical emergency situations.
- Use, as necessary only, where required for the establishment, exercise, or defence of legal claims.

Purpose 6: Organise accommodation (PGCert only)

- If you share health data with us to request reasonable adjustments or equality of access for accommodation booking purposes, then our lawful basis for processing this data is for **reasons of substantial public interest** to *promote equality of opportunity or treatment*, referring to the Equalities Act 2010 as a basis in law.

Purpose 5: Determine equipment requirements Purpose 7: Record dietary requirements (PGCert only) Purpose 8: Physical activity requirements (PGCert only)

- If you choose to share sensitive personal data with us regarding food allergies and intolerances, details of your height or any physical restrictions you may have, then our additional lawful basis for processing this information is your **explicit consent**.

If you were to withhold the personal information we require for this process, the consequences would be:

We would be unable to allow you to participate in our adventurous activities programme if you withhold medical details, as our degree course outcomes and assessment require you to undertake activities this would impact your achievement on your course.

Withholding details of your height may result in the required size of bike or buoyancy aid being unavailable at the point of hire at third party venues.

PG Cert Students only:

If you were to withhold dietary requirements, then our accommodation provider cannot guarantee that they will be able to cater to your dietary requirements at short notice.

Your data will, or may, be shared with the following recipients or categories of recipient:

Purpose 1: Risk assessment, Purpose 2: Preparation for active sessions, Purpose 3: Reaction to health and safety or medical incidents

Your data will only be shared with those who need to ensure that activity is conducted in the safest manner possible. These include activity administrators, activity management staff and instructional staff who are conducting the activity. These staff may be employed by UHI NWH or the University of the Highlands and Islands.

Your data may, including the data in your medical data form, be shared with the following parties in certain circumstances:

- Members of the emergency services where the information is pertinent to assuring your health and safety (for example in medical or search and rescue emergency situations).
- In some circumstances UHI NWH or UHI may contract third-party organisations to deliver certain adventure training as part of your course. These parties will collect your data for the health and safety purposes listed above and will process your data for these purposes in their own right. UHI/UHI NWH will not share your data with these parties – they will collect relevant information directly from you. Failure to provide necessary information to these parties may result in you not being able to take part in certain activities and this may have an effect on your course progress.

Purpose 4: Recording and reporting medical and trauma incidents

Your data will, or may, be shared with the Health and Safety Executive (HSE). This is because the college is required to report details of certain medical and trauma incidents to the HSE. The report to HSE may include your personal data including, but not necessarily limited to; data about the incident, data about your pre-existing medical conditions.

Purpose 6: Organise accommodation (PG Cert only) Purpose 7: Record dietary requirements (PGCert only)

UHI NWH has booked **Glenmore Lodge** to provide accommodation and evening meals to PG Cert students during their residency stay, and the following information will be shared:

- Your name and allocated dormitory room number for occupancy purposes and to allow Glenmore Lodge to meet its H&S and other regulatory obligations.
- Your name and food intolerances to allow the restaurant to meet your dietary requirements.

For information regarding [Glenmore Lodge's](#) treatment of your personal data, please access the relevant linked privacy notice.

Purpose 6: Organise accommodation (PG Cert only)

In advance of your residency stay, your name will be emailed to fellow course students with whom you will share an assigned dorm room.

Your data will be retained for the following length of time:

<p>Purpose 1: Risk assessment Purpose 2: Preparation for active sessions Your medical data form</p>	<p>The data will be held until the end of the academic year for which it was collected. Unless the risk assessment is pertinent to the record of a medical or trauma incident, in which case some or all of this data will be held in line with the retention period given for purpose 4.</p>
<p>Purpose 3: Reaction to health and safety or medical incidents</p>	<p>If held in recorded form, this data will be held in keeping with the retention period for purpose 4 (if it is necessary for that purpose). If it is not necessary for purpose 4 it will be deleted once the college has closed the incident (including any relevant investigations).</p>
<p>Purpose 4: Recording and reporting medical and trauma incidents</p>	<p>The college is required to main records of certain medical and trauma incidents.</p> <p>The create and maintain these records. The record of the incident may be supplemented by any relevant information created for any of the other purposes in this notice (eg risk assessments, preparation records, your health data form, reaction to incident data). Together, that data and the record of the incident constitutes the full record of that incident.</p> <p>That full record will be kept for a period of:</p> <p>Six years from the end of the academic year in which the incident being recorded (for over 18s).</p> <p>Or, if you are under 18 at the time of the incident:</p> <p>Six years from the end of the academic year in which you are 18.</p> <p>This period is to satisfy the requirements of the RIDDOR regulations and to allow the college to contribute to any legal matters arising from such incidents.</p>
<p>Purpose 5: Determine equipment requirements PGCert only: Purpose 6: Organise accommodation Purpose 7: Record dietary requirements Purpose 8: Physical activity requirements</p>	<p>This data will be held until the end of the academic year for which it was collected, and then confidentially destroyed.</p>

The following rights are rights of data subjects:

- The right to withdraw consent (PG Cert only – purpose 7 and purpose 8)
- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to request erasure (deletion) of your personal data
- The right to data portability

If you are unhappy with our treatment of your personal data, in the first instance please [write to our Data Protection Officer](#) with details of your complaint, and every effort will be made to provide you with a timely resolution. You also have the right to raise a [complaint with the Information Commissioner's Office](#), the designated regulator for data protection in the UK.