

Contact details

The Data Controller of the information being collected is UHI North, West and Hebrides ('the College'), Ormlie Road, Thurso, Caithness, KW14 7EE. For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dpo.nwh@uhi.ac.uk

How we use your information

The College will store limited personal data about you when you participate in a short one-day excursion as part of your studies at the College, which we collect from you through our 'Day Trip and Emergency Information Form'. The College requires this information for the purposes of:

- Co-ordinating the day trip
- Ensuring the health and safety of students
- Providing an inclusive learning environment

Our lawful basis for using the data is

- **UK GDPR Article 6(1)(e) Public Task:** The College is performing a task in the public interest, by ensuring the welfare of students on course related trips contributing to overall qualifications.
- **UK GDPR Article 6(1)(c) Legal obligation:** *The Health and Safety at Work Act 1974*, and; *The Equality Act 2010* to make any reasonable adjustments to enable students to participate in the day trip.

The data being collected includes special category (sensitive) data, including health data. We use this sensitive data under Article 9(2)(g) reasons of substantial public interest:

- to promote equality of opportunity or treatment, referring to *the Equalities Act 2010* as a basis in law.
- processing required by enactment - protection of individuals per *Health and Safety at Work Act 1974*.

Data Sharing

If you are involved in an accident:

- we may share details with first responders and emergency services to protect your vital interests in life-threatening situations or to prevent serious harm to you or others.
- the College will be obligated to report this to the [Health & Safety Executive](#) for regulatory reasons.

Retention

- One week from the date of participation in the day trip.
- For reportable medical/ trauma incidents, a record will be held for **seven years** from the end of the academic year in which the incident occurred

Your data subject rights

- access your personal data
- rectification if the personal data we hold about you is incorrect
- restrict processing of your personal data
- You have the right to object in **certain circumstances**

You also have the right to lodge a [complaint with the Information Commissioner's Office](#) at any time about our handling of your data however we would encourage you to discuss your concerns with us before you undertake this action.