

Outdoor and Environmental Education Privacy Notice (including Notts Outdoors and Adventures)

Introduction

This privacy notice explains how the Council uses your data to provide the Notts Outdoors service.

The majority of information we collect is used to communicate with you regarding bookings, enquiries and advice on visits to Notts Outdoors sites. The data we use is limited to what you provide to us when completing forms, signing up to receive email updates, and/or making bookings online.

In addition to the above:

- Nottinghamshire County Council uses cookies to collect data on website visitors, [see this page for more information](#)
- If you have purchased a voucher via Groupon, Groupon will collect data on you as a user (see Groupon privacy notice) and share your name, contact details and the time and date of booking with the Council

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf, e.g. providers of card payment systems.

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Images
- Address
- Parent/carer details
- Emergency contacts

What types of special category personal data do we need from you?

- Physical disabilities

- Special educational needs (SEN)
- Medical information
- Dietary requirement

The above information is only collected if applicable, in order to ensure that appropriate safety and accessibility measures are in place.

Why do we use your data?

- To identify your booking/enquiry
- For service planning, training and improvement
- To provide statutory off-site visits advice
- To communicate with you regarding your booking/enquiry
- To allow us to plan appropriate staffing and accommodation
- To communicate with a nominated person in case of an emergency whilst you are visiting
- To help us plan relevant safety and accessibility assistance for delivering a service

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal basis for processing your special category personal data is substantial public interest, particularly meeting our duties regarding the health and safety of visitors and staff.

Our legal basis is supported by the following legislation (but not limited to):

- Health and Safety Act 1974
- The Children Act 2004
- The Children and Families act 2014
- Local Government Act 1972, section 111 which provides that Nottinghamshire County Council is able to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions

Who may we share your data with or receive it from?

- Schools & Academies
- Youth Services
- Parents, carers and guardians
- Providers of externally hosted ICT services
- Groupon (if you purchase a voucher via their app or site)

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards

for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not guarantee that the activities we provide are appropriate for the child / young person taking part.
- We could not ensure that the advice we provide for off-site visits is accurate and fit for purpose to ensure health and safety standards are maintained.

Does the service make decisions using fully automated processes?

Yes. For more information or to opt out, please email the Outdoor Education Team at nottsootdoors@nottsc.gov.uk

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottsc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall

West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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