

CARNEGIE GREAT OUTDOORS MEDICAL CONSENT FORM AND STATEMENT OF RISK		
Please ensure you have read and understood our Confidentiality and Data Security Privacy Notice overleaf before completing this form. Please read carefully and give full information.		
PARTICIPANT DETAILS		STATEMENT OF RISK
Participant:		<p>Leeds Beckett University takes all reasonable steps to provide you with the level of care and safety appropriate to adventurous activities. You should however be aware that certain inherent risks remain which cannot be eliminated without destroying the unique character of the activity. Amongst other things, some of these risks can contribute to:</p> <p>a) the loss or damage of your personal clothing or equipment b) feelings of discomfort, fear and apprehension c) accidental injury, illness, or trauma which in extreme, but thankfully very rare cases, can be very serious.</p> <p>Please inform staff if you are not comfortable with any of your programmed activities. Leeds Beckett University has clear obligations and responsibilities, and we require participants to contribute to their own and each other's safety by following the instructions of our staff. Acknowledging these risks in no way compromises your legal rights, nor does it release Leeds Beckett University from any of its obligations towards you.</p>
Address:		
Date of Birth:	Postcode:	
Tel. No:	Email:	
Programme you are attending:		
EMERGENCY CONTACT DETAILS		
Parent/Next of Kin:		
Address:		
Tel. No:		
MEDICAL INFORMATION		
Disclosure of any medical and/or disability information is unlikely to affect participation but will ensure our team are able to prepare the activities to be inclusive for all. Non-disclosure could jeopardise the safety of an entire group, not just an individual. Your information is processed in accordance with our privacy policy set out overleaf.		
Please give details of your access needs and any physical and/or mental health issues you'd like us to be aware of: <i>(write 'none' if it doesn't apply)</i>		
Medical conditions including medication e.g. asthma, epilepsy, diabetes, allergies: <i>(write 'none' if it doesn't apply)</i>		
Recent injuries or illnesses e.g. back strain, influenza: <i>(write 'none' if it doesn't apply)</i>		
G.P.'s Name:		Surgery Tel No:
Surgery Address:		
Do you have any special dietary requirements?		
PHOTOGRAPHY & FILM CONSENT		
By ticking the box below, I give my consent and permission to Leeds Beckett University (or others acting on its behalf) to store, edit, publish or use my name/child's name and film footage and photography for the purposes of promoting the University and the student experience more generally, in digital or printed form. Consent for those under 18 years of age needs to be provided by a parent or legal guardian.		
Please check the box if you consent to Leeds Beckett University taking photographs and/or recording images of you or your under 18 child for the purposes stated above <input type="checkbox"/>		
DECLARATION		
I declare that the information on this form is correct to the best of my knowledge and that if any changes occur before activities, I will inform the organisers. (Parental consent is required for under 18s). Form must be printed off and signed; electronic signatures cannot be accepted.		
Signed:		Date:
(Participant or Parent/Guardian if U18)		Name of Parent/Guardian if U18:

CONFIDENTIALITY AND DATA SECURITY PRIVACY NOTICE

The organisation responsible for looking after your and your group's personal data is Leeds Beckett University. Leeds Beckett University will collect the following categories of personal data: personal details, visual images, video, age, ethnicity, gender, disability, medical information relating to participants and client organisations obtained from booking forms and medical consent forms together with any other information you decide to tell us that helps us look after you. This privacy notice relates only to the personal data we collect from you as a result of your participation in the Carnegie Great Outdoors programme. A link to Leeds Beckett University's privacy policy which relates to any other information we collect from you is included below in this policy.

We will process your personal data for the purposes of your participation in the Leeds Beckett University Carnegie Great Outdoors programme. We will process your personal data in accordance with the General Data Protection Regulation 2016 ("GDPR") and the Data Protection Act 2018 ("DPA") or any successor legislation to the GDPR or the DPA. There are a number of legal bases under which processing of personal data may take place. We may process your personal data on the grounds of our legitimate interests to enable you to take part in the Carnegie Great Outdoors programme, and to fulfil our contract with you in respect of your participation in the programme. We also process your personal data to comply with our legal and licensing obligations. Where we process special categories of data (within the meaning set out in GDPR) about you, including your medical and health history and background, we do so on the grounds of your consent. You have the right to withdraw your consent to the processing of your personal data at any time. If you would like to withdraw your consent, please let us know by contacting us using the details set out below. Please bear in mind that if you do not provide your consent, or if you withdraw your consent, we may not permit you to participate in the Carnegie Great Outdoors programme on the basis of possible risk to your health and safety. We will notify you if this is the case. Withdrawal of your consent will not affect any processing we have carried out in respect of your personal data prior to you withdrawing consent. We are not permitted to transfer information overseas unless there is adequate protection in place.

The recipient of the data collected is Carnegie Great Outdoors. The data may be shared with third parties including accommodation providers and instructor staff, in some instances this may include sub contracted instructor staff from other organisations that are involved in the Carnegie Great Outdoors programme, for the purposes of fulfilling the contracted programme, satisfying participant requirements and facility requirements, and to ensure safety and inclusivity during activities. Data will be stored securely for seven years from the date of participation in the Carnegie Great Outdoors programme, or until a minor turns 21 years old, whichever is later to ensure we comply with our legal and licensing obligations.

We will keep your personal data secure by storing it on our protected network system, which is restricted to authorised users only, and by using password security. Paper copies of personal data (including medical consent forms) will be held securely by approved personnel during the programme.

As a person whose personal data we are processing, you have certain rights in respect of that personal data; you have the right:

- To access your personal data that we process

You have the right to ask us to confirm that we process your personal data, as well as access to and copies of your personal data. You can also ask us to provide a range of information, although most of that information corresponds to the information set out in this document.

We will provide the information free of charge unless your request is manifestly unfounded or excessive or repetitive, in which case we are entitled to charge a reasonable fee. We may also charge you if you request more than one copy of the same information.

We will provide the information you request as soon as possible and in any event within one month of receiving your request. If we need more information to comply with your request, we will let you know.

- To rectify inaccuracies in personal data that we hold about you if it is inaccurate or incomplete

If you believe personal data we hold about you is inaccurate or incomplete, you can ask us to rectify that information. We will comply with your request within one month of receiving it, unless we don't feel it is appropriate, in which case we will let you know why. We will also let you know if we need more time to comply with your request.

- To request the deletion or removal of your personal data where there is no compelling reason for its continued processing

In some circumstances, you have the right to ask us to delete personal data we hold about you. This right is available to you:

- where we no longer need your personal data for the purpose for which we collected it;
- where we have collected your personal data on the grounds of consent and you withdraw that consent;
- where you object to the processing and we don't have any overriding legitimate interests to continuing processing the data;
- where we have unlawfully processed your personal data (i.e. we have failed to comply with GDPR); and
- where the personal data has to be deleted to comply with a legal obligation.

There are certain scenarios in which we are entitled to refuse to comply with a request. If any of those apply, we'll let you know.

- To restrict the processing of your personal data in certain ways

In some circumstances you are entitled to ask us to suppress processing of your personal data. This means we will stop actively processing your personal data but we don't have to delete it. This right is available to you:

- if you believe the personal data we hold isn't accurate – we'll cease processing it until we can verify its accuracy;
- if you have objected to us processing the data – we'll cease processing it until we have determined whether our legitimate interests override your objection;
- if the processing is unlawful; or
- if we no longer need the data but you would like us to keep it because you need it to establish, exercise or defend a legal claim.

- To obtain your personal data for reuse

You have the right to ask us to provide your personal data in a structured, commonly used and machine-readable format so that you are able to transmit the personal data to another data controller. This right only applies to personal data you provide to us:

- where processing is based on your consent or for performance of a contract (i.e. the right does not apply if we process your personal data on the grounds of legitimate interests); and
- where we carry out the processing by automated means.

We'll respond to your request as soon as possible and in any event within one month from the date we receive it. If we need more time, we'll let you know.

- To object certain processing of your personal data

You are entitled to object to us processing your personal data:

- if the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority;
- for direct marketing purposes (including profiling); and/or
- for the purposes of scientific or historical research and statistics.

In order to object, you must have grounds for doing so based on your particular situation. We will stop processing your data unless we can demonstrate that there are compelling legitimate grounds which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

- To complain to the Information Commissioner's Office about the way in which we process your personal data

If you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the supervisory authority in your jurisdiction. The supervisory authority in the UK is the Information Commissioner's Office ("ICO"). You can call the ICO on 0303 123 1113 or get in touch via other means, as set out on the ICO website - <https://ico.org.uk/concerns/>.

Leeds Beckett University's data protection policy and privacy notice which are updated from time to time are publicly accessible at <http://www.leedsbeckett.ac.uk/public-information/data-protection>

For more information on any of this information, your rights or if you have a query please contact Carnegie Great Outdoors at carnegiegreatoutdoors@leedsbeckett.ac.uk or 0113 812 8627.