

This information is issued annually and should be kept on record. It can also be found online at: www.aberdeencity.gov.uk

Insurance information

Aberdeen City Council provides off-site activities travel insurance cover for all insured persons (pupils, teaching staff, youth workers, support staff, adult volunteers, helpers, assistants and other authorised children) of participating schools and community groups whilst on organised visits outside the designated school boundaries. Further details can be found within the policy summary (appendix 13 of the Educational Visits Policy) which can be found online at: www.aberdeencity.gov.uk

Participants wishing to obtain cover for personal accident and third party liability are advised to contact an insurance company or broker. If the Visit Leader takes out additional insurance, you will be informed. The following are the conditions of declaration by **parents/carers**.

I having parental rights and responsibilities towards my child/ward named on the consent form (V4):

- Understand that under the Act of Legal Capacity (Scotland) 1991, a young person (16-18 year old) may give consent for their involvement in the visit. However, it is encouraged that a counter-signature be provided by those with parental rights and responsibilities. A space is provided on the consent form (V4) for this.
- Have read the information issued concerning the visit and the statement of insurance.
- Understand the nature of the activity/activities to be undertaken and consider the above named person fit to take part.
- Understand that the visit has been risk assessed and every effort will be made to minimise risk. Nonetheless I acknowledge that a totally risk free environment is unrealistic and in signing the parental consent form I accept that a degree of risk remains.
- Will meet reasonable expenses incurred in replacing or repairing property, furnishings, goods or equipment damaged due to misbehaviour or disobedience which would not be covered by the Council's or the visit insurance.
- Will meet any costs for travel in the event of the above being taken home due to misbehaviour or disobedience.
- Understand that any deposit paid may not be returned should the above named be withdrawn from the visit for disciplinary reasons.
- Understand that if the above named is unsuccessful in securing a place on the visit, any deposit paid will be returned.
- Understand that the visit will take place according to Aberdeen City Council's educational visits policy.

Data Protection

PRIVACY STATEMENT

As a part of our service, Aberdeen City Council will collect and store information about you. This notice explains what the Council will collect, why we collect it and your rights.

What data will we use?

We will hold personal information based on the details provided on your consent form. We will also keep a written record of any contact we have with you.

Why are we using it?

The information we collect on this form is used for the safety and management of the educational visits in which you participate.

The statistical data we hold may be used in the production of reports/published articles to internal and external governing bodies. You will not be personally identifiable in these reports/articles.

How will we store it?

Your data will be stored safely and securely in electronic and hard copy. Only those people who need to access the information to provide you with our service will have access.

How long will we keep the information?

We will keep your information for one year from the end date of the visit (or visits).

Will we share your information with anyone else?

Your information will be treated confidentially and will not normally be shared with third parties outwith Aberdeen City Council unless you have given us permission to do so or we are required to do so by law.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our [website](#).

You also have the right to make a complaint to the [Information Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our Legal Basis

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing your personal data as Article 6(1)(e) of the General Data Protection Regulation. This is because providing this service is part of our public task, under the Community Empowerment Act, and The Requirements for Community Learning and Development (Scotland) Regulations 2013. In carrying out this function, the Council will be processing special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation. This is because processing is necessary for reasons of substantial public interest to ensure that Community Learning and Development is available to targeted individuals and groups in line with The Requirements for Community Learning and Development (Scotland) Regulations 2013