



Expeditions Wales DofE Data and Privacy Policy Statement

We are committed to protecting your personal information and being transparent about the data we hold about you ("**personal data**")

Data Protection and GDPR Statement:

- We will process all personal data fairly and lawfully
- We will only process personal data for specified and lawful purposes
- We will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- We will not keep personal data for longer than is necessary
- We will keep all personal data secure
- We will ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

Further details are included in our privacy policy as supplied, or available on request.

This statement outlines what information is shared outside the Expeditions Wales 'office', who sees this information and why and specifically refers to the operating of DofE (Duke of Edinburgh's Award) Expeditions.

Essential information:

We are unable to operate in a safe and reasonable manner, our activities without the following personal information having been supplied in good time, to be read as a minimum of two to four weeks before an activity begins.

- Full name(s) of students and staff involved
- Date of birth for students (for verifying suitability within the age group of the activity)
- Medical information – to include allergies, personal medication and any ailments or injuries which require a judgement to be made in line with risk assessments.
- eDofE numbers

Further information may be used in order to provide information, or to facilitate the successful operation of an activity.

- Address (if obtained from the Expeditions Wales consent form)
- Phone numbers and/or email addresses (if supplied by direct client or consent form)

Sharing of information:

The following information is shared with Expeditions Wales activity staff as a need basis before any activity. This is in paper form and electronically.

- Full name(s) of students and staff involved
- Medical information – to include allergies, diseases, personal medication and any ailments which require a judgement to be made in line with risk assessments.
- eDofE numbers



Expeditions Wales
Meadow View, Trecastle, Brecon, Powys, LD3 8UH
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Sharing of information with third parties

In addition to the above, personal data may be requested by the following parties in line with their own safety requirements or to provide their services in a manner outlined in their own policies.

- The Duke of Edinburgh's Award and their officials
- Local Education Authorities where they are the DofE licence holder.
- AALA (Adventurous Activities Licensing Service under the jurisdiction of the Health and Safety executive – this is only for inspection purposes)
- Campsites or accommodation providers
- Sub-contractors – to include catering suppliers, or other activity providers who are providing a service essential to the activity. Dietary/allergy information only.
- Medical professionals in the instance of a hospital visit or treatment being required.
- Any travel companies we employ will normally only ask for numbers, but a list of names of passengers could be supplied.

Photographs:

Consent may be given by parents or guardians via our consent form.

Photographic Consent or Opt Out.			
You may opt out of permitting photographic consent; however, it is beneficial to the participant to have photographs of themselves on activity for uploading to e-DofE and for their own records of achievement. Expeditions Wales cannot be responsible to photographs taken by other participants. Our promise is to never use any inappropriate or demeaning photographs which may cause offence or embarrassment and to discourage others from acting in this manner.			
Photographic Consent Given		Photographic Consent Refused	

All photographs taken are uploaded into a secured Google Drive folder. These can then be shared with Schools, students included in the photographs or permitted parties.

No Expeditions Wales staff have permission to use the photographs for their own behalf, whether for record, or to advertise their own services.

The photographs remain the intellectual property of Expeditions Wales with open permission for usage given to our clients.

Where direct consent is not received from parents and/or guardians, School policies on photographs and their sharing on social media will be followed.

Data Protection Officer:

Expeditions Wales is registered with the ICO (Information Commissioner's Office).
Aled Davies is the designated Data Officer.



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