

Informed Consent; Data Protection to be signed by Participant

Forename	
Surname	
Date of Birth	
Age at the time of attendance	
Parents or guardians name	
Date	

This document explains why we need to collect your personal data, for how long we will need to keep it, and how are we going to use it.

Please, read the next sections carefully before you provide your consent. We need to ensure that you are informed about how we will process your data.

1. Why do we need to process information about you?

Venture Mòr requires your personal information to provide you with the particular service that you have requested from us i.e. taking part in a Venture Mòr Wilderness Therapy Programme.

We understand that some of the information can be personal and sensitive. Every effort is made to ensure that your information is kept secure and only the minimum number of staff can access it.

2. How are we obtaining information about you?

The information will be provided to us by you during the various sessions and activities. Some information has been already provided by your parents or guardians, or someone acting on your behalf during the assessment period.

3. How are we going to use it?

Our priority is to use this data to understand your needs and help you in the achievement of your goals.

4. For how long are we going to keep this data?

Venture Mòr will need to hold this personal information about you as electronic and paper records. Once you have finished your journey with us, we will need to keep your information until you are 21 years old to comply with our legal and regulatory obligations.

5. With whom are we going to share this data?

The information will only be used by Venture Mòr's staff. Our staff are fully committed to ensure confidentiality at all times, but there are some exceptions in order to protect and safeguard children that may be at risk of abuse or neglect.

We will not share the information provided in confidentiality with any other people unless it is necessary for your own benefit. Please ask our staff if you have any questions about this section.

Nevertheless, we understand that you give us consent to provide information about your progress with your parents or guardians. If you don't want us to share the information with them, you need to clearly ask us not to, we will try to follow your instructions, but we may be legally obliged to share with your parents or other authorities under certain circumstances.

6. Other uses

6.1 Statistical and evaluation purposes.

We would like to extract some data for statistical purposes. Neither you nor your family's personal details will ever be identifiable within any of our publicly available literature or to evidence outcomes. We will contact you for explicit permission to use your information if you can be identified from it.

6.2 Photographs documenting your experience with us.

During your participation in Venture Mòr's Wilderness Therapy programme, we would like to take photographs of you and your group during the expeditions. A copy of these pictures will be handed to you at the end of the journey. If you don't want to appear in these, please speak with Venture Mòr staff at the start of your journey, and do not tick or sign the internal photograph section at the end of this section.

6.3 Photographs for promoting our activities. We would like to use some of the pictures taken to promote Venture Mòr activities, and to be used on social media. If you provide your consent by ticking the specific box, we will not come back to ask for explicit permission for such uses of any image, unless your name is clearly associated with such images. You can revoke this consent at any time.

7. What are your rights over your data?

We are aware of all your rights over your data and we will respect them. These are:

1. The right to be informed
2. The right to access
3. The right to rectification
4. The Right to restrict processing,
5. The right to erasure (right to be forgotten)
6. The right to object.

A summary of them can be found in the Privacy Notice sent by email when you or your parent first contacted us. Please ask for a copy of the privacy notice if you wish to review this information.



GET IN TOUCH
T: 0845 340 2059
E: info@venturemor.co.uk
W: www.venturemor.co.uk



For the exercise of any of your rights, please contact Venture Mòr representative, Andy Hardie. In case you are not satisfied with our response, you have the right to log a complaint to the Information Commissioner's Office by visiting their website www.ico.org.uk/concerns

8. Protecting your information

Venture Mòr has adopted appropriate security levels for the protection of personal information, and has installed all technical and organisational measures at its disposal to prevent the loss, misuse, alteration, unauthorised access and theft of personal information.

Every effort is made to ensure that staff are fully aware of these measures and the associated guidance in relation to your personal information. Only those staff members who are authorised to access the data subject's information, and/or are required to do so as part of their regular duties, will have access to it.



CONSENT

Use of your personal data for the delivery of Venture Mòr therapeutic programme

I give my consent for Venture Mòr to process and store my personal data as explained above. I have read and understood the contents of this document and I agree to give my consent.

Please tick box:	<input type="checkbox"/>	Initials:	
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Taking photographs and videos of you with the group during the expedition.

I give my consent for Venture Mòr to take photographs of me individually or as part of my group during my participation in the expedition. A copy of these photographs will be handed to me and the rest of the group at the end of the journey.

Please tick box:	<input type="checkbox"/>	Initials:	
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Client's signature :		Date:	
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Use of photographic and video images for promoting Venture Mòr

I give my consent for Venture Mòr to use my image in any materials that promote Venture Mòr, and to use my image on social media. I understand that Venture Mòr will not come back to ask for explicit permission for such uses of my image, unless my name is clearly associated with such images.

Example: Venture Mòr is producing new leaflets or a new video to help promote our services, and uses a photo or video which you are in (sometimes as part of a group of people).

Example: We post some pictures on social media of a participant engaged in activities whilst on our programme.

Please tick box:	<input type="checkbox"/>	Initials:	
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Client's signature :		Date:	
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Notes

In Scotland, a person aged 12 or over is presumed to be of sufficient age of maturity to have understanding to give consent for the purposes of the data protection legislation (unless the contrary is shown).

For that reason, once the young person has committed to take part in Venture Mòr's Wilderness Therapy Programme we need to ask him/her to consent to the processing of their sensitive data.

DPA 2018. Consent in Scotland over 12.

208. Children in Scotland.

(1) Subsections (2) and (3) apply where a question falls to be determined in Scotland as to the legal capacity of a person aged under 16 to—

*(a) exercise a right conferred by the data protection legislation, or
(b) give consent for the purposes of the data protection legislation.*

(2) The person is to be taken to have that capacity where the person has a general understanding of what it means to exercise the right or give such consent.

(3) A person aged 12 or over is to be presumed to be of sufficient age and maturity to have such understanding, unless the contrary is shown.