

**Privacy Notice**

The information below will help you to understand what we will do with the personal information that you provide.

**Purpose of Processing**

We use the personal data that you provide to ensure that we can contact you or your emergency contact in the event of an emergency. We also use this data to inform relevant staff about any special medical conditions or allergies that you may have.

In addition, participants may be filmed or included in photographs of the activities to publicise future workshops. You will sign a separate photography consent form for this.

**Data Subjects**

Participants of the Roman Baths Youth Forum.

**Personal Data**

Contact details, special medical conditions and allergies, reasonable adjustment needs, images, video footage, audio recordings.

**How Your Personal Data Will Be Used**

Contact details and information relating to special medical conditions and allergies will be used to call your contact in case of an emergency.

Contact details may be used to keep in touch and give any updates for session, for example if a session is cancelled.

**Profiling and Automated Decision Making**

Not Applicable

**Legal Basis for Using Your Data**

Article 6(1)(a), UK GDPR: The data subject has given consent to the processing of his or her personal data for one or more specific purposes.

**Sharing Data**

Contact details and medical details will not be shared.

**How Long Will We Keep Your Data For?**

We will only retain contact details and special medical information until you are no longer taking part in the Roman Baths Youth Forum.

Photographs will be deleted after five years, or sooner if no longer in use.

**Questions or Concerns?**

You have the right to withdraw consent or exercise any of your other data protection rights.

Heritage Services

Bath & North East Somerset Council,

The Pump Room,

Stall Street,

Bath,

BA1 1LZ

Further information regarding privacy can be found on the Council’s website:

https://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/council-privacy-notice

**Appeals to the Information Commissioner’s Office**

If you are unhappy about the way we have treated your personal data or feel we have not properly respected your data subject rights, you have the right to contact the Information Commissioner’s Office (ICO) and tell them about this. Advice is available here <https://ico.org.uk/concerns/>.

The ICO may also be contacted on 0303 1231113