



## **Personal Information Collection Statement**

This statement outlines the purpose of our data collection, its intended use and who will have access to it. If you have any questions please contact [info@outwardbound.org.hk](mailto:info@outwardbound.org.hk)

### Enrolment:

Your personal particulars and health information collected on our enrolment form will be used for the purpose of effectively assessing your suitability for the course you have applied for, managing risk effectively and enabling the most appropriate response when required.

The information will be reviewed by relevant operations personnel, whose job it is to make reasonable assessment of your suitability. In the event of doubt it is possible that this information may be shared with our appointed medical Doctor for clarification. It is mandatory to provide all information required on this form in order to make an effective assessment and, as such, failure to do so may mean you are not eligible for a place on the course.

In the event of an incident requiring medical assistance the information collected on the form would be passed to attending personnel, such as emergency services.

### Information submitted via Website:

The email address submitted when completing our online enquiry form/subscription via our website will be used for the purpose of providing updates regarding the activities and opportunities at Outward Bound Hong Kong. By subscribing you agree to receive these communications and can unsubscribe at any time.

Your information will be stored in an online database and used solely by us for these purposes. We do not share contact information with third parties.

### Participant Evaluation Questionnaire

This data allows us to monitor the effectiveness of our courses and the impact that it has upon the participants. As such the personal data is entered onto a database and stored for us to subsequently review. Access to the database is restricted to key OBHK personnel.

The reports that are generated do not identify individuals nor their responses. Rather, the reports analyse the average effect size across the entire cohort of participants.

If you have any questions regarding the use of your personal information please contact us through the website.

## **Privacy Policy**

In order to be able to deliver high quality personal development training in the outdoor environment it is essential that Outward Bound Hong Kong (OBHK) collects and scrutinises personal information. As such we are, as an organisation, committed to meeting the requirements of the Personal Data (Privacy) Ordinance and ensuring that our staff are aware of these requirements and act in accordance with them.

In short, any data that we collect will only be used for the purpose for which it is collected. It is never shared with third parties unless identified below as being essential to our operations and delivery of courses to participants.

## **Types of information collected**

We will only use the data that we collect for the stated purpose. Outward Bound Hong Kong collects the following types of data;

Personal data that is collected (personal particulars, medical information, contact details etc) when enrolling on one of our courses is essential for two reasons. Firstly, we need to be able to ensure that participants are capable of meeting the challenges they will encounter during a course. Secondly, should anything happen while on course it is essential that our staff are able to provide the most appropriate response and this means they need to know personal details and health information. Therefore it is essential that this information is available and as accurate as possible. We cannot accept participants onto a course without this information.

This personal information will be shared with relevant employees within OBHK in order to ensure that the data has been reviewed and has been passed to the necessary people. This includes administrative staff, safety co-ordinators, programme co-ordinators and instructors.

Contact information submitted via our website such as name and email addresses are submitted by the user who is aware of our Personal Information Collection Statement at the time of submission. This information will be used to provide newsletters and event information as appropriate.

Participant Evaluation Questionnaire data helps us to evaluate the impact of our courses. This data is entered into our in-house evaluation system and used to quantify the course effectiveness. Data will be collated (e.g. by group or course type) and these results might be shared with funders, supporters, trustees etc. as part of our Annual Impact Report. These data will be aggregated and therefore remain anonymous.

If you contact us we may keep a record of that correspondence.

Visits to our website may provide us and our website partners with information that allows us to identify non-personal particulars which allow us to administer our website more effectively.

## **Data retention and security**

Personal information that is submitted via course enrolment forms is entered into a database that is retained in our onsite servers. The original forms are held by OBHK for a period of seven years in secure storage, in keeping with standard industry practice.

Information submitted via our website is retained in an online database.

Data submitted via the Participant Evaluation Questionnaire process is entered into a database retained on our onsite server with limited access.

Should you wish to access or correct your personal information held by OBHK please send your request to [info@outwardbound.org.hk](mailto:info@outwardbound.org.hk)