

# INFORMATION TO DELEGATES ATTENDING COURSES/ACTIVITIES AT RELYON NUTEC TRAINING CENTRES



RelyOn Nutec would like to take this opportunity to welcome you to its courses in practical safety training. We would also like to give you the following information so that you can be fully prepared for your course. Please complete and sign the form at the bottom of this sheet to confirm that you have received, read and understood the information and hand it to your instructor on arrival. Delegates with special needs should contact the training centre prior to arrival, to discuss requirements.

## 1. General

Many RelyOn Nutec activities aim to teach the delegates how to deal with dangerous situations which may demand a degree of physical exertion. RelyOn Nutec strives to ensure that the activities are run in such a way as to avoid loss, illness, injury or damage.

## 2. Health and Fitness

Your personal state of health could increase the risk involved in RelyOn Nutec activities, a number of which involve practical training sessions. The physical impact will not pose a problem for those who are physically fit, but *could* be a problem for anyone who has sustained injuries in the past or who is currently suffering from an illness which could lead to problems in terms of physical training sessions/activities (e.g. diabetes, high blood pressure, asthma, epilepsy, heart disease).

Prolonged periods in the pool *could* aggravate eczema and other dermatological conditions. Fire training, boat training, confined rescue training or helicopter training in the pool involves stress on the muscular and skeletal system. This does not pose a problem for the physically fit, but may aggravate previous injuries or current problems affecting muscles, tendons or the skeleton (e.g. gout, neck/back injuries).

Are you on any medication that could affect your performance? Have you recently undergone an operation? May physical exertion or prolonged periods in the pool cause or aggravate an injury?

If you are on any medication or you have/have had any of the prior conditions, you should contact your doctor to discuss whether taking part in the course could pose a problem.

If you are registered as being ill, you must not take part in courses without contacting RelyOn Nutec in advance, and if necessary produce a doctors certificate of fitness to attend.

Do you suffer from any serious phobias (e.g. vertigo, aquaphobia or claustrophobia)? If so, discuss your phobia with your instructor before the course begins. The instructor will adapt the training in accordance with your needs if practically possible.

## 3. Ability to Swim (where applicable)

Several RelyOn Nutec exercises/activities require that delegates can swim. If you cannot swim, or if you consider yourself to be a poor swimmer, you must inform your instructor before the activity begins. The instructor will take this into consideration and adapt the training if practically possible.

## 4. Intoxicating Substances and Medications

Delegates must not be under the influence of any intoxicating substance or medications which affect alertness during the course/activity. Any delegate suspected of being under the influence of any such substance or medication will be excluded from the course/activity, and his/her employer will be informed as per our terms and conditions of booking.

## 5. Safety

On arrival, you are asked to familiarise yourself with RelyOn Nutec safety procedures. The instructor will also inform you of any such procedures. If you have any questions, then please ask!

Some of our training centres are located in industrial or residential areas. We therefore ask you to bear this in mind and to drive carefully if you have your own transport.

## 6. Sensitive Data

Your sensitive data (medical information) will only be used to determine your ability to participate on this course. Any paperwork received will be stored securely and destroyed after the validity of the certification. Your medical information will only be disclosed to a third party working with us to deliver your training (if applicable).

**REMEMBER TO COMPLETE THIS FORM AND BRING  
IT WITH YOU WHEN ATTENDING THE COURSE**

**I hereby confirm that I have received, read and understood the “Information for delegates attending courses/activities at RelyOn Nutec Training Centres”**

Course: \_\_\_\_\_ Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Signed: \_\_\_\_\_ Place and date: \_\_\_\_\_

<p><b>Have you ever suffered from COVID-19? YES / NO</b> Please date and describe what symptoms you had.</p>	
<p>Indicate Below any current/previous injuries/illnesses and/or medication that you may have/may affect you:</p>	
<p>Please sign here to give your consent to your medical information being processed and that you have made your course instructor aware of the above:</p>	

# PRIVACY NOTICE – RELYON NUTEC



This Privacy Notice is for patients attending RelyOn Nutec clinics in the UK. We fully respect your right to privacy when using our services. This privacy notice details our privacy practices and what we do to maintain your right to privacy.

## Information and Purpose

We collect and process the following types of personal information about you:

- Personal details such as name, date of birth, private address, email address, telephone numbers;
- Employment details including employing company, position, working hours, length of service, etc.;
- Proof of identification information e.g. Passport;
- Medical information including full medical history;
- Further medical information from external sources e.g. general practitioner or specialist medical practitioner;
- Consent for the collection and use of medical information (sensitive data);
- CCTV images.

## We collect and process personal data for the following purposes

The collection of personal and medical (sensitive) data is necessary to ensure RelyOn Nutec have the relevant information for the provision of medical services.

To comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country (e.g. EU Data Protection Regulation), e.g. including:

- Documentation requirements;
- Compliance with basic principles for processing of personal data and legal basis for processing;
- Implementation and maintenance of technical and organisational security measures, including but not limited to prevent unauthorised access to systems and information, prevent receipt or distribution of malicious code, termination of denial-of-service-attacks and damage to computer systems and electronic communication systems;
- Investigation of a suspected or known security breaches and reporting of such breach to individuals and authorities;
- To process and respond to requests and complaints from data subjects and others;
- Handling of inspections and requests from authorities;
- Management of disputes with data subjects and third parties;

To monitor the security and safety of our premises for patients, participants or visitors.

Your personal and sensitive information will not be shared, sold or disclosed other than as described in this Privacy Policy.

### **Automated, individual decision making**

Personal and sensitive data is not used for automated, individual decision making or profiling.

### **The Legal Basis for Processing the Personal Information**

We collect necessary and relevant data to deliver the medical services you require. You are not obligated to provide the personal and sensitive information to us, however the consequences of not providing the information described above is that we will be unable to fully provide medical services to you.

### **Disclosure of Personal and Sensitive Information**

We will not share your personal and medical information with anyone unless we receive your written consent. The requirement to share some information may be as follows:

- We may seek further medical information regarding a medical condition, or medical history from your general practitioner, or a medical specialist to support the outcome of a medical examination.
- We may conduct medical tests such as blood or urine tests to support a medical outcome, and will supply tests to external laboratories for such purposes.
- We may require additional tests to be conducted by external providers to support medical outcomes, such as scans or x-rays, specialist medical consultations or may seek information on tests previously carried out.
- We may need to inform your employer about your medical outcome/ circumstances.
- We may need to inform/ discuss RelyOn Nutec about your medical outcome/ circumstances in relation to your fitness to participate on a training course.

### **Retention Period**

Your personal and medical (sensitive) data is collected on medical paperwork throughout the examinations and consultations taking place.

We are required by law to retain medical records for a period of up to 40 years, and will keep copies of all medical paperwork and medical records for this period.

### **Your rights**

RelyOn Nutec comply with the General Data Protection Regulations (GDPR) and under these regulations you have the right to:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

## **Security and Access to Information**

RelyOn Nutec, as a data controller, has a duty to protect the personal and sensitive data we process about our delegates.

The information we collect about you and your organisation is stored on an electronic database on a secure server hosted and maintained by a EU third party.

If you have any questions regarding the processing of your personal information or the use of your rights, please contact the data protection officer at [data.protection@relyonnutec.com](mailto:data.protection@relyonnutec.com).

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