
Rainforest Explorers Competition – Safeguarding Privacy Notice

Rainforest Explorers Competition

Last updated: 26 August 2026

This Privacy Notice (**Notice**) explains how MHP Group Limited (**MHP**) uses personal information for safeguarding connected with the Rainforest Explorers winners' photography masterclass. It is written for children, and for their parents or guardians. We have used clear language, so it is easy to understand.

This notice only covers safeguarding. For all other competition information, please read the Rainforest Explorers Competition Supplemental Privacy Notice at aviva.com/rainforest-explorers and Aviva's main Privacy Policy at aviva.co.uk/privacy.

1. Who is responsible for your information?

For safeguarding at the masterclass, **Aviva Central Services UK Limited** and **MHP** work together as **joint controllers**. This means we both help decide how personal information is used to keep children safe.

Aviva Central Services UK Limited

- Registered office: 8 Surrey Street, Norwich, NR1 3NG
- Company number: 03259447

MHP Group Limited

- Registered office: 60 Great Portland Street, London, W1W 7RT
- Company number: 14106014

MHP is the main contact for safeguarding privacy questions and requests. You can still exercise your data protection rights against either MHP or Aviva.

MHP has appointed a Data Protection Officer, Amanda Hamilton, who can be contacted via:

- Email at dpo-hub@next15.com or
- By writing to: FAO Data Protection and Privacy Office, MHP, 60 Great Portland Street, London, W1W 7RT.

2. What MHP is responsible for

MHP is responsible for the day-to-day safeguarding arrangements for the masterclass. This includes:

- giving parents and guardians clear privacy information;
- obtaining and recording parental or guardian consent where this is needed;
- responding to requests about safeguarding information, including requests to see, correct or delete it;
- checking that adults who interact with children have the required enhanced DBS checks;
- appointing a designated safeguarding lead for the event;
- completing a written safeguarding and outdoor-safety risk assessment before the event;
- briefing event staff and suppliers on safeguarding;
- giving parents or guardians the event details and safeguarding arrangements at least **14 days before the masterclass**;
- obtaining a signed parent or guardian consent form before a child takes part, including any consent needed for photography or filming;
- telling Aviva about safeguarding concerns involving a child immediately and, in any event, within **24 hours**;
- telling Aviva about an actual or suspected personal data breach affecting safeguarding information within **48 hours**; and
- keeping safeguarding information accurate, secure and appropriately recorded.

3. What information we use

To keep children safe, MHP may collect and use:

- children's names, ages, dates of birth and school details;
- parent, guardian and emergency-contact names, telephone numbers and email addresses;
- medical information, health conditions, allergies, disabilities, dietary needs and accessibility requirements;
- signed consent forms and parental authorisations;
- attendance records, supervision records and event contact details;

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- safeguarding concerns, welfare reports and incident records; and
 - DBS certificate information and safeguarding-training records for adults who supervise or interact with children.

Some of this information, including health information, is **special category personal data**. As such we will ask for your explicit consent to process this data. We only use it where necessary to protect children and manage the event safely.

4. Why we use this information and our legal bases

We use safeguarding information to plan and deliver a safe masterclass; assess risks; confirm appropriate supervision; respond to welfare concerns or incidents; contact parents, guardians or emergency contacts where needed; and report concerns to the relevant authorities where required.

We rely on our **legitimate interests** in protecting children and delivering a safe event, and on legal obligations where these apply.

For health and other special category information, we rely on **explicit consent** where consent is the appropriate condition, and on other conditions available under data protection law where necessary to protect someone's **vital interests** or meet safeguarding or legal obligations.

If we need your consent, a parent or guardian can withdraw it at any time. This will not affect our use of information before consent was withdrawn. In some cases, withdrawal may mean the child cannot safely take part in the masterclass.

5. Where we get the information from

We normally collect safeguarding information directly from a child's parent or guardian through event forms, consent forms and direct contact. We may also receive relevant information from the child's school, an accompanying adult, event staff or suppliers, where this is necessary for the masterclass and appropriate.

We ask only for the information needed to keep participants safe. Please tell us promptly if any important information changes before the event.

6. Who we share information with

We share safeguarding information only where necessary and with appropriate safeguards. This may include:

- Aviva, as joint controller for safeguarding;

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- MHP staff, the designated safeguarding lead, and approved event staff or suppliers who need the information to protect children;
 - travel, accommodation, venue or activity providers where they need specific information to support a child safely;
 - emergency services, healthcare professionals, the police, the local authority designated officer (LADO), or other relevant authorities where there is a safeguarding concern, emergency or legal requirement; and
 - professional advisers or regulators where required by law.

7. Automated decision making and profiling

We do not use children's safeguarding information for marketing, profiling or advertising. We do not make solely automated decisions about children using this information.

8. International transfers

We do not intend to transfer safeguarding information outside the UK. If a transfer becomes necessary, MHP and Aviva will use an appropriate legal transfer mechanism and safeguards required by UK data protection law.

9. How long we keep information

We keep safeguarding information from the time we collect it until **12 months after the masterclass**. This allows us to deal with post-event safeguarding enquiries or regulatory investigations.

We may keep information longer where this is necessary to deal with an ongoing safeguarding concern, legal claim, investigation, audit, or legal obligation. When information is no longer needed, we delete or securely destroy it.

9. Children's information

The masterclass involves children, so we apply the ICO's Age Appropriate Design Code (the Children's Code). We collect the minimum information needed, use it only for the purposes explained in this notice, and put the child's best interests first.

A parent or guardian should provide information on behalf of a child where requested. Children can also ask questions about how their information is used.

10. Your rights

A child, or their parent or guardian on their behalf, may have the right to:

- ask for a copy of personal information;
- ask us to correct inaccurate information;
- ask us to delete information in some circumstances;
- ask us to restrict how information is used;
- object to some processing based on legitimate interests;
- receive a portable copy of certain information; and
- withdraw consent where consent is being relied on.
- Making a complaint regarding how we have used their information

These rights are not absolute. For example, we may need to retain or share certain information to protect a child, comply with the law, or protect the rights of others. We will explain our decision if we cannot fully meet a request.

To make a request, contact MHP using the details below. We aim to respond within one month.

11. How to contact us or complain

MHP Data Protection Officer: Data Protection Officer, MHP, 60 Great Portland Street, London, W1W 7RT. Email: dpo-hub@next15.com

Aviva Data Protection Officer The Data Protection Team, Aviva, PO Box 7684, Pitheavlis, Perth PH2 1JR Email: rainforestexplorers@aviva.com

If you are unhappy with how we handle personal information, please contact us first so we can try to resolve the issue. You can also complain to the UK Information Commissioner's Office at ico.org.uk.

12. Changes to this notice

We may update this notice if the safeguarding arrangements or the law change. The latest version will be made available to parents and guardians before the masterclass.

Last updated: 10 August 2026