



## **Privacy Notice – School Trips**

### **Introduction**

When organising a school trip for pupils offsite, for any duration, it is important that necessary information is available or is shared with relevant third parties.

### **What data do we share with third-parties**

Information that may be shared will include both personal and special category, that is to say, more sensitive, data about pupils, staff, and any volunteer helpers.

This may include, but is not limited to:

name

address

dates of birth

next of kin/emergency contact details

mobile numbers

landline numbers

email and other contact details

health and medication information

child protection information

pupil premium or other special status information

passport or other identity information as required

This data will be contained securely as both hard copy and electronic information. The data will be shared as required with other third parties that can include transport providers, travel agency staff, venues, accommodation providers, immigration and/or police, and medical staff if it is necessary.

It is the responsibility of parents and carers for pupils attending trips to ensure that the relevant information is provided as requested.

**Why do we need to share the data**

Provision of this data is a requirement, failure to do so may result in the pupil's place on the trip being cancelled. Cancellation in these circumstances would not necessarily lead to a refund of any monies paid.

**How the data will be processed**

As we are processing data for the purposes of managing the school trip, the school's usual UK GDPR and data protection policy applies. Information about how the school controls and uses data is found within the main policy and also contained in the privacy notice that is on the school website in addition to the content of this notice.

**Review**

The school will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.