

# Privacy Notice: Educational Visits/School Trips 23/24



## Document Control

<b>A. Confidentiality Notice</b>	This policy document has been approved by the Governing Body of St Modwen's Catholic Primary School and is intended for internal and/or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorizing committee.				
<b>B. Document Details</b>	<b>Classification:</b>		Premises, Health and Safety Committee		
	<b>Policy Source:</b>		John Walker (Data Protection Officer)		
	<b>Organisation:</b>		St Modwen's Catholic Primary School		
	<b>Documents reference:</b>		Policy number: STM53		
	<b>Current Version Number:</b>		V1(3 pages)		
	<b>Current Document Approved by: (Committee)</b>		PH&S		
	<b>Date Approved:</b>		Autumn 2Term 2023		
	<b>Statutory Policy</b>		Yes		
	<b>Internal/External Policy (published on website)</b>		External – Publish on website		
	<b>Schedule Review:</b>		<b>Next Review date:</b> Autumn Term 2024	<b>Review cycle</b> Annually	
<b>C. Version Control Document revision and Approval History</b>	<b>Version</b>	<b>Date</b>	<b>Version created by:</b>	<b>Version approved by:</b>	<b>Comments</b>
	V1	7.11.2023	School	PH&S	1. Privacy Notice School Workforce. Para Added: Staff photographs

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## **Privacy notice – Educational Visits/School trips**

### **1. Introduction**

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

### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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.