

# Y PANT COMPREHENSIVE SCHOOL



## Privacy Notice for School Trips and Off-site visits

### **Why we share pupil information**

In this privacy notice, we have summarised some of the key ways in which we use your personal information for School Trips and Off-site visits. This information should be read in conjunction with our School's general Privacy Notice.

### **The categories of pupil information that we collect, hold and share can include:**

- Personal information (such as name, date of birth and address)
- Special Category (such as health and religion)
- Additional Learning Needs and Disability information (such as Special Needs)
- Financial information relating to the payments for a trip/visit

### **Why we collect and use pupil information**

- To ensure the safe running of all school trips and off site visits which include swimming lessons, extra curricular activities, overnight stays and overseas trips.
- To comply with all risk assessment processes and the Health and Safety Executive (HSE) regulations.
- To comply with audit regulations regarding fees and payments.

### **The categories of parent/carers, staff and volunteer information that we collect, hold and share can include:**

- Personal information (such as name and address)
- Contact details (including telephone numbers, place of work and email addresses)

- Financial information relating to the payments for a trip/visit

## **Why we collect and use parent/carers, staff and volunteer information**

We use the data:

- To be able to contact you in relation to a pupil's visit/trip and also in the case of urgency or safeguarding.
- To comply with audit regulations regarding fees and payments.

## **Collecting pupil information – who we get our data from**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis with your consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this when the data is collected.

In the case of School Trips and Off-site visits we will get our data from:

- Parents/carers.
- School staff
- Volunteers on the trip
- 3<sup>rd</sup> parties such as swimming instructors, trip venue staff etc.

## **Who we share information with**

We may share information with:

- Central South Consortium
- Travel companies
- The Urdd
- Trip/visit venue staff e.g Leisure Centres
- EduFocus (EVOLVE) – 3<sup>rd</sup> party processor, to record, process and store data

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

## **The lawful basis on which we use this information**

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for the Pupil Data Record are:

- **Public Task** - Processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law – Education Act 1996, Health and Safety at Work Act 1974

### **Storage and disposal of personal data**

We hold and dispose of personal data in line with the guidance set out in the Retention Schedule contained within the **IRMS Toolkit for Schools**.

Following the expiry of the retention period, information will be destroyed securely and permanently.

### **Requesting access to your personal data and your rights**

The General Data Protection Regulation (GDPR) gives you important rights. To find out more about accessing personal data and the other rights, please visit our school's general data protection privacy notice.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

**Approved by:** The Governing Body **Date:** \_\_\_\_\_  
**Next review due by:** Spring Term 2021

## Version Control

<b>Version no</b>	<b>Valid From</b>	<b>Valid To</b>	<b>Comments</b>
1.0	May 2020	May 2021	Final document