Privacy Notice – School Trips

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.

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 information will be contained securely as both hard copy and electronic information. This information 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.

Provision of this information 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.

As we are processing data for the purposes of managing the school trip, the school's usual 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.