St James' Church of England Infants and Nursery School
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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.

For trips outside the UK

The school does not organise any trips outside the UK.

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.