



Privacy Notice for School Trips

Success Academy Trust (registered office Thomas Estley Community College, Station Road, Broughton Astley, Leicestershire, LE9 6PT) is the Data Controller for the purposes of the Data Protection Act 2018 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual. Under data protection law, individuals have a right to be informed about how the Trust and its schools uses any personal data that we hold about them.

For the contact details of the local school Data Protection Manager (DPM) or the Trust Data Protection Officer (DPO) please see our Data Protection page on www.successat.org.uk.

1.0 Scope

This privacy notice covers all trips undertaken across the Trust by its Academy Schools.

2.0 School Trips – what data do we share with third parties

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.

3.0 Why do we need to share the data?

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.

4.0 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 Trust website in addition to the content of this notice.

5.0 Review

The Trust 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.