



**Thorpe Acre Infant School**

# **Privacy Notice: School Trips**

Reviewed

: January 2022

Reaching High, Learning and Growing Together

**Safeguarding Statement**

At Thorpe Acre Infant School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

**GDPR Statement**

The school has arrangements in place to ensure that all personal data records held by the school are obtained, processed, used and retained in accordance with the principles of data protection (based on the Data Protection Acts).

**Equality Impact Statement**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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;
- date 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;

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, 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 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.