

Privacy notice relating to the processing of personal data by the school, in relation to Educational Visits

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MAE EICH DATA O BWYS YOUR DATA MATTERS

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

About this privacy notice

This privacy notice applies to the processing of personal data by primary, secondary and through schools within Rhondda Cynon Taf (RCT) that are maintained by the local authority (Rhondda Cynon Taf County Borough Council) (RCTCBC). It also applies to the processing of personal data by faith schools within RCT that are voluntary funded.

Click [here](#) for a full list of schools covered by this privacy notice.

This privacy notice is provided by RCTCBC for and on behalf of schools under a data protection Service Level Agreement.

Introduction

This privacy notice is intended to provide information about how the school will use (or 'process') personal data about individuals, including our current, past, and prospective pupils and their parents, carers or guardians (referred to in the notice as 'parents') for the purpose of Educational Visits that take place outside of the classroom.

Whilst we have tried to make this privacy notice as clear and concise as possible, the categories of personal data we process may vary depending on the Educational Visit (nature, location, activity etc.), the pupil's individual needs and the support they require during the visit. Should you require further information specific to your child please do not hesitate to contact the Data Protection Lead.

When processing the personal data, we process only the minimum amount necessary in relation to the purpose.

This notice should be read in conjunction with the following documents which are available on our website or by contacting the Data Protection Lead.

- General Privacy Notice
- Planning and Approval Procedures for Educational Visits (Educational Visits Policy)

The Data Controller

The school is the data controller for the personal data we process, unless otherwise stated. This includes the personal data processed by the Governing Body, head teacher, individual governors, teachers, teaching assistants and support staff etc.

The school is registered with the Information Commissioner's Office (ICO) as a controller.

How to contact us for data protection matters or concerns

The school's Data Protection Lead is the main point of contact for data protection matters. The Data Protection Lead can be contacted using our normal contact methods; by telephone, email, post and in person at the school. Click [here](#) for contact information.

The Data Protection Officer

RCTCBC provides a data protection support service to the school under a Service Level Agreement, including the provision of a Data Protection Officer (DPO).

The DPO can be contacted in relation to data protection matters. However, we encourage you to contact the school in the first instance. Should you have the need to contact the Data Protection Officer directly you can do so via email to the following email address;

- Information.management@rctcbc.gov.uk

We recommend that, when contacting the DPO, you send a copy of the correspondence to the school as the data controller.

The categories of personal data we process

We may process the following categories of personal data to undertake our statutory functions relating to Educational Visits. Information is only collected and processed if relevant and applicable to the Educational Visit.

Pupil personal data;

- Personal identifiers such as name, date of birth, age, class, year etc.
- Contact information – address, telephone number, email address.
- Information relating to physical or behavioural condition
- Religion
- Dietary information
- Relevant health information e.g. allergies, medical needs, medications taken, vaccinations (e.g. tetanus), information relating to any recent illness or accident, Family doctor
- Information relating to swimming ability etc.
- Relevant Additional Learning Needs information
- Record of Educational Visit – date attended, location etc.

Parent and alternative emergency contact;

- Personal identifiers and contact information - such as name, address, telephone number, place of work etc.
- Relationship to pupil
- Financial information relating to the payment for the Educational Visit (if applicable)

Why we process the personal data

We process the personal data in order undertake our statutory functions relating to Educational Visits. This may include but is not limited to the following activities;

- Planning and organising the Educational Visit.
- Approving the Educational Visit.
- Risk assessing and approving the Educational Visit.
- Obtaining parental consent to the Educational Visit
- Administration relating to the Education Visit i.e. bookings, payments etc.
- Processing payments / collecting payment
- Arranging transport for the Educational Visit
- Contacting parents in relation to a pupil's visit and in an emergency.
- Accident/incident reporting (if applicable)

Our lawful basis for processing the personal data;

Under the General Data Protection Regulation (GDPR), our lawful basis for processing the personal data to undertake our statutory function relating to Educational Visits is;

- **Public Task** - Article 6 (e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- **Substantial public interest** - Article 9 (2) (g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

The primary legislation, regulations and guidance that supports this includes, but is not limited to;

- Education Act 1996
- Health and Safety at Work Act 1974
- All Wales Guidance for Educational Visits
- Outdoor Education National Guidance (OEAPNG) for Educational Visits

Who and where we get the personal data from

- Pupils
- Parents
- School staff
- Volunteers/chaperones at the Educational Visit
- Educational Visit activity provider, host, venue etc.

Who we share personal data with

We may share personal data with the following key organisations to fulfil our statutory function in relation to an Educational Visit.

When sharing the personal data, we only share the minimum amount necessary in relation to the purpose. The information shared and who it is shared with will depend on the nature/location of the visit, the pupil's individual needs and the support required during the visit.

Who	Purpose
Central South Consortium	Educational Visits that require Local Authority approval are reviewed and approved by the CSC. Once reviewed, CSC give the appropriate authorisation for the activity to go ahead. Relevant personal data will be shared with the CSC for this purpose.
Activity Provider, Venue, Host etc. e.g. theatre, leisure centre, museum	Relevant personal data will be shared with the activity provider and the establishment where the visit is taking place. This may include medical, health dietary information etc. as appropriate.
Transport Provider	Relevant personal data will be shared with the transport provider for the purpose of arranging/providing transport to/from the educational visit. This may include for example relevant medical, health information.
Volunteers, chaperones etc.	Relevant personal data will be shared with volunteers/chaperones etc. to ensure the health and safety of pupils under their supervision during the visit. This may include for example relevant medical, health information.
Local Authority (RCTCBC) - Health & Safety Team & Health & Safety Executive	Relevant personal data will be shared for the purpose of accident/incident reporting (refer to Accident Recording and Reporting Privacy Notice).

Data Processors

A data processor is a company or organisation that processes personal data on behalf of a controller. The school uses data processors that provide services to us. The categories of data processors that the school uses in relation to Educational Visits data are;

- General IT system suppliers / service providers
- Risk Assessment system supplier

Our data processors act only upon our instruction. They cannot do anything with the personal data unless we instruct them to do so. They will not share the personal data with any organisation apart from us or use it for their own purposes. They will hold it securely and retain it for the period we instruct.

Should you have a specific query relating to the data processors, that we use for Educational Visits, please contact the Data Protection Lead.

How long we retain the personal data

We retain the personal data contained within Educational Visits records for;

Record	Basic Record Description	Retention period
Educational Visit	Parental consent forms (if no accidents or incidents have been reported)	3 months
	Parental consent forms (if an accident or incident has been reported)	The school will notify the Local Authority (LA) of the accident/incident and a copy of the consent form provided to the LA. The LA will retain the record until the young person reaches age of 21.
	Financial Information relating to Educational Visits	Current year plus 7

In keeping with the General Data Protection Regulation storage limitation principle, records are periodically reviewed. Not all personal data is retained. Only personal data that is relevant to the record is retained for the entire retention period. Information that has no long term or evidential value is routinely destroyed in the normal course of business.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your personal data.

Your right of access

You have the right to ask us for copies of your personal data. This right always applies. There are some exemptions, which means you may not always receive all the data we process. [You can read more about this right on the ICO's website.](#)

Your right to get your data corrected

You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete data you think is incomplete. This right always applies. [You can read more about this right on the ICO's website.](#)

Your right to get your data deleted

You have the right to ask us to erase your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to limit how organisations use your data

You have the right to ask us to restrict the processing of your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to object to the use of your data

You have the right to object to us processing your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to data portability

This only applies to personal data you have given us. You have the right to ask that we transfer the personal data you gave us from one organisation to another or give it to you. This right only applies if we are processing the personal data based on your consent or under, or in talks about entering a contract and the processing is automated. [You can read more about this right on the ICO's website.](#)

You are not required to pay any charge for exercising your rights. We have one month to respond to your request from the date your request is validated. We may extend this period by a further two months if the request is complex or we receive a number of requests from you.

Please contact the school's Data Protection Lead if you wish to make a request.

Your right to make a data protection complaint to the school

You have the right to complain to the school if you believe we have not handled your personal data responsibly and in line with good practice.

If you have a concern, we encourage you to contact the Data Protection Lead in the first instance. Most concerns can be resolved relatively quickly through a simple phone call or email to the school. Should you wish to make a formal complaint you can do so via our complaints policy.

Your right to make a data protection complaint to the ICO

You can also complain to the ICO if you are unhappy with how we have used your data, but we encourage you to contact us first.

The ICO's contact information is:

- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Helpline number: 0303 123 1113
- Website: <https://www.ico.org.uk>

Version Control

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1.0	09.08.2022	21.02.2023	Document creation. Final document.
1.1	21.02.2023		Amended to included availability of Welsh version