PRIVACY NOTICE FOR SCHOOL TRIPS

What does this privacy notice cover?

This privacy notice explains how the school processes and shares personal data in relation to school trips and external events.

Who is the Data Controller for the processing of my personal data?

Willaston Church of England Primary School is the Data Controller for any of the personal data processed – that is collected, stored or otherwise used - by the school. This means we are responsible for making decisions about what data we collect, how we use it who we share it with and how long we keep it.

Where we use a third-party provider to process personal data on our behalf, they are the school's data processor and can only use the data under strict instruction from the School.

All third-party providers have signed the school's data processing agreement to certify that they understand their responsibilities, know they cannot use the data for any other purpose and handles any data in a secure and responsible manner.

What allows you to use my personal data?

When we arrange school trips or visits for pupils we are sometimes required to share information with the organisations we are visiting. We share information so that they are aware of who is attending, whether they have any access or medical issues that need to be considered, or simply to prepare work books and items for each pupil.

As a Data Controller, the school must have a 'lawful basis' for processing personal data and this includes our sharing the data with a third-party provider, including the likes of museums, hotels or other organisations our pupils will visit.

When you consent to allow for your child to attend a school trip or visit, you are not being asked to consent for us to share their data with the venue in question. In order for that trip to take place, we will share details that are relevant for health and safety, medical and other safeguarding purposes.

How long will you store my personal data for?

The data we provide to third-party providers is held by the school in line with our retention schedules and in general it is only required during the time pupils are attending the venue.

Will they share my data with anyone else?

Third-party providers contracted to the school can only share your personal data under specific instruction from the school. We will tell you under what circumstances they can share data and who they will share this data with.

What rights do I have over how you use my data?

Data Subjects have a number of rights relating to their personal data which can be enforced against the Controller. These rights can be dependent on our legal basis for processing data so not all are absolute.

- **Right to be informed**: You have the right to be told what Personal Data the school collects and stores about you and how it's used.
- **Right of Access:** You have a right to ask for a copy of any personal information that we hold about you, or your child. This is your most important right and always applies, although there may be reasons why we cannot provide all of the information you request.
- **Right of Rectification:** You can ask us to correct any information we hold that you think may be inaccurate, as well as to complete any information you think is incomplete.
- **Right to Erasure:** This is sometimes called the 'right to be forgotten' meaning that, in some cases, you can ask us to delete information we hold about you. The Right to Erasure is not absolute, this means it is not automatic, and in the majority of cases we may be unable to delete the information we hold. Where we cannot comply with your request, we will explain why.
- **Right to Restriction of Processing:** You may have the right to limit how we use your data and this could include stopping us from deleting it. You can generally do this if you are questioning the accuracy of the information we have or the way in which we are using it.
- **Right to Object to Processing:** You also have the Right to Object to how we process your information. This is similar to the Right of Restriction but means we have to stop using your information. If we are unable to comply with your request, it is our responsibility to prove why we should be able to continue to process your information. If you are objecting to your information being used for marketing purposes, we would have to stop using your information immediately.
- **Right to Data Portability:** You have a right to ask for us to transfer information you gave to us electronically and which is automatically processed, to another organisation. In reality, this right will rarely apply to information we deal with as a school.
- **Rights related to automated decision making:** Where information is used for the purposes of profiling or a decision is made solely by automated means with no human involvement, you have the right to object and ask for human intervention in any decision. The school does not have any automated decision-making function.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

What can I do if I am unhappy with how you use my data?

If you are unhappy with how we use your personal data, want to report a possible breach or just want further information, you can complain directly to the school's Data Protection Officer by email or post.

- Email: Schooldpo@cheshirewestandchester.gov.uk
- By post: SchoolData Protection Officer, 4 Civic Way, Ellesmere Port, CH65 0BE

You also have the right to complain to the Information Commissioner's Office using the following details:

- Information Commissioner's Office (ICO) website
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

- Telephone: 0303 123 1113

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