

## Privacy Notice - How we use Students' Information for Trips

The categories of information that we collect, hold and share on you when you sign up for a trip as a student at our College include:

- Personal information (such as name, student address, date of birth, telephone numbers, previous school, parental contacts)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Passport information

### We use your data:

- To organise the trip.
- To provide lawful information that enables you to travel.
- To ensure that any required can be booked for you.
- To ensure that the relevant modes of transport and accommodation can be booked for you.

### The lawful basis on which we use this information

We collect and use student information under Article 6 (1). of the General Data Protection Regulation 2018 (GDPR):

*(b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.*

*(d) where 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;*

Student information which is defined as a special category of personal data under Article 9 (2). of the GDPR 2018, such as ethnicity data is processed under Article 9 (2). of the GDPR 2018:

*(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;*

### Storing student data

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. Once your data has been processed to enable the trip to take place we will hold your data for 12 months at which point it will be destroyed, or anonymised, and we will no longer be able to access this even if it is requested.

### We routinely share your information with:

- travel agents
- bus companies
- Insurance companies
- trip managers
- appropriate third parties in relation to excursions
- airlines
- accommodation providers (e.g. hotels, hostels etc.)
- any other appropriate stakeholders to allow the trip to go ahead

## **Sharing student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.