

## Privacy Notice

### How we use pupil / staff information for Overseas Trips to Non EEA Countries

Magdalen College School are a Data Controller for the purposes of the Data Protection Act (DPA) / General Data Protection Regulations 2018 (GDPR). This notice provides information to pupils and staff who are participating in an activity / event or school trip that takes place outside of the European Economic Area (EEA).

To access the school's General Privacy Notices and retention periods please see our website. For a list of EEA Countries please see Appendix 1.

#### The categories of information that we may collect, hold and share include:

- Personal information (such as name, parental / carer contacts, unique pupil number, address, next of kin)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Passport Information
- National Insurance Information
- Relevant medical information
- Special Educational Needs Information
- Photographic

#### Why we collect and use this information

We use the data:

- To organise travel arrangements and insurance.
- To provide or facilitate medical intervention if necessary.
- To provide emergency contact details if necessary.

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

We collect and use this information under the lawful basis of Consent. Consent may be withdrawn at any time but this would directly impact on the ability to take part in the trip.

#### Collecting information

The information is collected on a voluntary basis. Students / staff / volunteers request to attend and therefore provide the necessary information in order for appropriate arrangements to be made.

#### Accuracy of Data

The majority of the data is supplied by the individual. It is the responsibility of parents / carers / staff to ensure the data supplied, including addresses and emergency contacts remains accurate. If you wish to update your personal contact details or any other details please contact [dpo@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.uk).

#### Storing data

The majority of data is held for the period of the trip. For further information please see retention periods in the Privacy Notice for Pupils on our website.

#### Who we share the information with

We routinely share the information with:

- The Travel Company
- Airlines
- Accommodation and internal trip providers
- The destination country via entry requirements
- Insurance Providers and their associated partners
- Our local authority via Evolve
- Local Emergency Services

## Why we share pupil information

We do not share information with anyone without consent unless the law and our policies allow us to do so. Please see appendix 2.

## Requesting access to your personal data

Under data protection legislation, staff, volunteers, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact [dpo@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: [dpo@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.uk)

## Appendix 1: EEA Countries

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK, Iceland, Liechtenstein and Norway

## Appendix 2: Why we share information

Information for events / trips outside of the EEA is shared in order that the relevant travel and insurance arrangements and accommodation can be secured. Medical information is shared as required to provide medical assistance.