

Thomas Telford Multi Academy Trust



Privacy notice - Academy trips

July 2025

To be reviewed July 2026

Introduction

When organising an academy trip for pupils offsite, for any duration, it is important that necessary information is available or is shared with relevant third parties.

What data do we share with 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
- dates 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.
- passport or other identity information as required.

This data will be contained securely as both hard copy and electronic information. The data will be shared as required with other third parties that can include transport providers, travel agency staff, venues, accommodation providers, immigration and/or 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.

For trips outside the UK

Whilst students are outside the UK school/academy staff and those supervising, travelling, arranging travel or accommodation may communicate with parents/carers using the contact information provided.

At times this may be using mobile communications, social media or other methods that may require data to be stored. Keeping parents/carers informed about the wellbeing of their children is paramount. Data sharing in such cases will be limited to what is necessary.

Why do we need to share the data?

Provision of this data 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.

How the data will be processed?

As we are processing data for the purposes of managing the academy trip, the academy's usual UK GDPR and data protection policy applies. Information about how the academy controls and uses data is found within the main policy and contained in the privacy notice that is on the academy website in addition to the content of this notice.

Review

This privacy notice will be updated should any substantial changes occur.

Review

The academy will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.