



Privacy Notice – Student Trips and Visits

The Sir John Brunner Foundation (the Foundation) collects and processes personal data of students who apply to take part in trips and visits while they attend Sir John Deane's Sixth Form College and the parents/carers of those students. This notice outlines how the Foundation will handle that personal information.

Why does the foundation collect personal information?

The Foundation will process student information for a range of contractual, statutory or public interest purpose, including the following:

- To ensure the safe running of all trips and visits
- To comply with all risk assessment processes
- To comply with audit requirements regarding fees and payments
- To be able to contact parents/carers in relation to the trip and in case of urgency or safeguarding requirements

Who has access to your data?

Your information will be shared internally, including with members of College staff where access to the data is necessary for the performance of their roles and with the relevant travel operator or trip provider.

What personal information does the Foundation collect?

The Foundation collects:

- Name, address, parent/carer's details, date of birth
- Relevant medical information
- Special educational and support needs
- Financial information relating to payments

No financial information is retained by the College and is payment card industry (PCI) compliant. For those choosing to use Wise Pay further information about their data privacy can be found at <https://www.wisepay-software.com/privacy-policy/#:~:text=We%20will%20only%20use%20personal,and%20used%20within%20WisePay's%20group.>

How is it collected?

The information is collected through the relevant trip or visit consent form and from the College Information System Portal. Missing information maybe collected verbally or through email as appropriate.

How long does the foundation keep personal information?

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

A record of the trip will be kept for a period of 24 months

What if you don't provide your data?

You are under no statutory or contractual obligation to provide data to the Foundation. However, if you do not provide the information, the Foundation may not be able to process the student's request to take part in the trip.

How does the Foundation Protect data?

The Foundation takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by appropriate employees in the performance of their duties.

What are your rights?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The Foundation will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer at dataprotection@sjd.ac.uk.

What if I am not happy with how the Foundation handles my concerns?

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

Automated decision-making

Application decisions will never be based solely on automated decision-making.

Who is the Data controller?

The Sir John Brunner Foundation.

Who is the Data Protection Officer and how do I contact them?

The following have responsibility for Data Protection within the Foundation:

The Sir John Brunner Foundation – Kathryn McBurnie - McBurnie_K.sjbf@sjd.ac.uk
Sir John Deane's College – Laura Lawson - dataprotection@sjd.ac.uk