

School Trips and GDPR

- Data can be taken on school trips and outings, it is important that consideration is given to;
What data is taken,
Why the data is required,
Who the data is shared with and why,
How the data will be kept safe'
What happens to the data after a trip?
- Only take data that is relevant e.g. name, medical info, parental contact, SEND, behaviour (if relevant) – consent forms will only need to be taken on overseas visits.
- Overview copies should be held by the visit leader and the deputy leader, the sub group leaders could just have information for their group.
- Data can be shared without consent if there is an overriding lawful basis to share e.g. for safeguarding purposes (legal obligation) or sharing medical details with a paramedic in an emergency (to protect vital interests).
- Consent forms should state how the data will be used, who the data will be shared with and how the data will be retained. Please refer to ESCC consent form templates.
- Personal data shared with external providers should be done via encrypted emails, if not consider just using the initials of individuals rather than full names.
- If personal data is shared with an external provider there would need to be a data sharing agreement in place. (template via services to schools – traded service). It may also be appropriate to complete a Data Protection Impact Assessment to assess information governance risks e.g. if there are data transfers outside the EU.
 - If sharing medical information with external providers, explicit consent would need to be obtained from parents in advance.
- Data that is carried on school trips can be in a paper format.
- Do not leave data unattended
- Ensure data e.g. registers are collected back in at the end of the trip and stored or destroyed as necessary.
- Ensure staff and helpers are aware of their responsibility under GDPR
- Consent forms *can* be destroyed once the visit has been completed if there were no incidents on the trip, but the school may want to undertake a risk assessment prior to doing so and seek legal advice if in doubt.
 - If there was a major incident on the trip, all consent forms (not just for any students involved in the incident) should be retained for DOB+25 years.
 - See the Information Records Management Society Toolkit for schools for further guidance on retention [here](#).
- Data such as register of pupils and staff who attended, provider details and visit details should be retained until the youngest child is 25years old.
- The Exeant system will retain the information for this retention schedule, when it will then be shredded and destroyed.