

South Hams Federation

Reviewed : Sept 2025

Next Review : DCC Update



Privacy Notice for School Trips and Residential

1. Purpose of this Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Notice explains how we collect, use and share personal information provided by you to the schools for pupils participating in school trips and residential visits in accordance with the [UK General Data Protection Regulation \(UK GDPR\)](#), the [Data Protection Act 2018](#), and the [Data Use & Access Act 2025](#), henceforth collectively known as 'data protection legislation'.

We will comply with the data protection principles when gathering and using personal information as set out in our Data Protection Policy and are committed to protecting the privacy and security of your / your child's personal information.

Loddiswell Primary & Pre School :

<https://www.loddiswellprimaryschool.co.uk/page/?title=GDPR&pid=41>

Malborough with South Huish Primary School :

<https://www.malboroughprimaryschool.co.uk/page/?title=GDPR&pid=33>

Modbury Primary School :

<https://www.modburyprimaryschool.co.uk/page/?title=GDPR&pid=33>

Stokenham Area Primary School & Merry Go Round Pre School

<https://www.stokenhamprimaryschool.co.uk/page/?title=GDPR&pid=33>

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2. Data Controller

As a public authority, we are a 'data controller' which means that we are responsible for deciding how we hold and use personal information about you.

The South Hams Federation is known as the 'Data Controller' for data protection legislation purposes and is registered with the Information Commissioner's Office (ICO) **Z3426260**

3. What data we collect

We may collect and process the following personal data:

- Pupil name, date of birth, and contact details
- Emergency contact information
- Medical conditions, dietary requirements, and accessibility needs
- Passport details (for overseas trips)
- Consent forms and parental permissions
- Photographs and video recordings (where applicable and only where relevant consent has been obtained)

4. Why we collect this data

We collect this data to:

- Ensure pupil safety and wellbeing during trips
- Meet legal and safeguarding obligations
- Communicate with parents/carers
- Manage logistics and bookings
- Provide appropriate medical care if needed

5. Legal Basis for processing

When processing personal data for school trips and residentials, we rely upon the following legal bases, which are set out in Article 6 of the UK GDPR.

- Consent (e.g. for photographs or medical treatment)
- Public task (e.g. educational provision)
- Legal obligation (e.g. safeguarding requirements, communication with parents/carers)

When we process special category data, we rely on one or more of the following additional legal bases, as set out in Article 9 of the UK GDPR:

- Explicit consent
- Vital interests (e.g. emergency medical care)

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- Substantial public interest
- Legitimate activities

Other legal bases may also apply, depending on processing requirements.

6. Data Sharing

We may share relevant data with:

- Trip providers and accommodation venues
- Travel companies and insurers
- Medical professionals (in case of emergency)
- Local authorities or safeguarding bodies (if required)

We ensure that all third parties comply with data protection laws.

7. Retention Periods

Except as otherwise permitted or required by applicable law or regulation, we will only retain personal data for as long as necessary to fulfil the purposes we collected it for as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Full details on how long we will retain your personal data for is set out in our Records Retention Schedule *[insert link]* available on our website.

8. Security of your Information

We have put in place measures to protect the security of your information (ie to prevent it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

9. International Transfers

Every effort is taken to try and use third party suppliers within the boundaries of the European Economic Area (EEA) to ensure the data protection rights of individuals.

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However, there may be occasions where the system supplied by an organisation is outside of the EEA for example the United States. Where personal data is transferred outside the UK or EEA to a country that is not designated as 'adequate' in relation to data protection law, we will ensure the personal data is adequately protected using International Data Transfer Agreements, appropriate security measures, and other appropriate safeguards.

10 Your data protection rights

Your right of access

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to us processing your information where we consider this is necessary for us to perform a task in the public interest. You can also object to us using your contact details to send you direct marketing or fundraising communications.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under a contract (or in talks about entering into a contract) and the processing is automated.

Your right to complain

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right. To do this, please email the school as indicated below. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). The ICO's contact details are available at <https://ico.org.uk/concerns>

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Loddiswell: loddiswell@southhamsfederation.org.uk
Loddiswell Pre School: loddiswellpreschool@southhamsfederation.org.uk
Malborough with S Huish: malborough@southhamsfederation.org.uk
Modbury: modbury@southhamsfederation.org.uk
Stokenham: stokenham@southhamsfederation.org.uk
Merry Go Round Pre School: mgr@southhamsfederation.org.uk

You are not required to pay a charge for exercising your rights and we have one calendar month from data of receipt of a valid request to respond to you. For complex requests, this timeframe may be extended by a further two calendar months.

If you are a parent/carer and want to request a copy of your child's educational record, this type of request will be handled under The Education (Pupil Information) (England) Regulations 2005. We will respond to these types of requests within 15 working days (i.e. days when the school is open).

Please email us as indicated below if you would like to make a request or complaint or contact the school office on telephone number. .

Loddiswell: loddiswell@southhamsfederation.org.uk
Tel : 01548 550295

Loddiswell Pre School: loddiswellpreschool@southhamsfederation.org.uk
Tel : 01548 550673

Malborough with S Huish: malborough@southhamsfederation.org.uk
Tel : 01548 561444

Modbury: modbury@southhamsfederation.org.uk
Tel : 01548 830312

Stokenham: stokenham@southhamsfederation.org.uk
Tel : 01548 580551

Merry Go Round Pre School: mgr@southhamsfederation.org.uk
Tel: 01548 581440

Further information about your data protection rights, can be found on the Information Commissioner's Office website at www.ico.org.

11. Further information

If you have any queries about this privacy notice, or the way your personal information is being handled by the school, see our Data Protection Policy [insert link], which is publicly available on our website and via the links listed on one page 1, or contact our Data Protection Officer

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Jenny Goodall,
Data Protection Officer (Schools),
schooldataprotection@devon.gov.uk

12. Updates to this Notice

We may update this notice from time to time. The latest version will always be available on our website or from the school office.

Version Produced	Reviewed by (name and job role):	Date:	Next review date:
V1.0	DPO	2021	When required
V2.0 12 August 2025	DPO	12 August 2025	Summer 2026