

## South West College - Visits and Trips Privacy Notice

### Introduction

South West College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. This privacy notice should be read in conjunction with the [College Wide Privacy Notice](#)

Educational visits and trips are an excellent opportunity to enrich the curriculum and, in some cases, are essential requirements of the course. An educational trip or visit is defined as any occasion when a student or group of students are away from the College site on an educational College endorsed activity and under the supervision of College staff. The College Data Protection Officer is Joanne Lucas [gdpr@swc.ac.uk](mailto:gdpr@swc.ac.uk)

### College Process for Trips and Visits

If you are invited to participate in a College visit or trip, all students regardless of age will be asked to complete a consent form/student declaration, if you are under 18 a parent or guardian will need to sign this. This consent form must be uploaded to the “Other Documents” folder in your Ebs Prospect account.

### Lawful Basis

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided on this form, the General Data Protection Regulations (GDPR) ‘lawful basis’ for our processing will be the following:

- **Article 6.1 (a)** - the data subject has given consent to the processing of his or her personal data for one or more specific purposes e.g. consent to contact next of kin, direct marketing, Learner Record Service
- **Article 6.1 (e)** - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller e.g. on behalf of the Department for the Economy (DfE), our role is provide you with quality education.

## Special Category Data

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

- **Article 9.2 (g)** - Processing is necessary for reasons of substantial public interest e.g. requirements by the Department for Economy to ensure meaningful equal opportunity monitoring and reporting, Learning Support details are required for compliance Disability Discrimination Act (1995)
- Schedule 1 (Part 2) of the Data Protection Act (2018)
  - S.6 (Statutory etc and government purposes)
  - S.16 (Support for individuals with a particular disability or medical condition)
  - S.18 (Safeguarding of children and of individuals at risk)

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

## Categories of Personal Data

Personal data and special category data used to manage College trips and visits is collected and securely processed in the Learner Manager System:

- Name
- Date of birth
- Gender
- Course details
- Language preference
- Contact details (Address/Contact number/Email)
- Next of Kin details
- Ethnicity
- Gender
- Disabilities, learning difficulties, and or long term medical conditions, if required for

insurance purposes this should be included on the consent/declaration form

- Copies of passport information if required for overseas trips
- Financial information relating to payments for a trip or visit

### **Why does the College collect this information?**

The College collects and processes this information to ensure the safe running of all College trips and visits including safeguarding requirements, to comply with risk assessments and for audit purposes.

### **Who will have access to my information, or who will you share it with?**

Information disclosed on the consent/declaration form or in the Learner Management System will be shared with the Trip Leader and other staff accompanying your group, it is used to ensure that the College manages the trip or visit safely

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations for example Government Agencies and associated Statutory Bodies (e.g. Department for the Economy), and College partner organisations. We may also disclose information to legal representatives.

### **Turing Scheme**

If you make an application to participate in the Turing Scheme the College is required to upload the personal data to the application portal. This portal is not managed by the College or by the Department for the Economy NI and we are not the Data Controllers for this information once it is uploaded.. You can find privacy information at the Turing Scheme website: <https://www.turing-scheme.org.uk/privacy-policy>.

### **Skills Competition**

If you are competing in a Skill Build NI competition your information will be shared with CITBNI, for information on how they use your information please see the [CITBNI privacy notice](#) .