



## Fair Collection Notice Educational Visits

### **What we need**

Pearl Hyde Community Primary School (Dorchester Way, Coventry CV2 2NB. Telephone 02476 610165) is a Data Controller. We would like to collect your child's information in order to process your child's details for educational visits during the school day.

### **Why we need it**

We need to collect your child's information as we have a duty to safeguard them. We require this information about your child's medical history, also called 'special category' information, in case there is an emergency during a visit and they need urgent medical attention or first aid and to ensure your child's wellbeing is safeguarded appropriately. We also need to share your personal information for the same reason (emergency contact details).

### **What we do with it**

Only authorised teachers and staff taking part in the educational visit will have access to this information for this particular purpose.

### **Who we share it with**

All the information you provide us will be processed with **Pearl Hyde Community Primary School** in the UK. No third parties will have access to this information outside of the UK.

We are required to share this information with:

1. Authorised staff members on the educational visit
2. NHS

### **How long we keep it**

Any new medical updates will be recorded on your child's pupil file. Consent forms are usually kept for the academic year. However, if there is an incident on the trip, we may keep this information for longer. **More information about our record retention policy can be found on our website.**

If you have any questions, please contact the School Business Manager on 02476610165.

If you have any issues regarding data protection you would like to discuss outside of the school, you can contact the school's Data Protection Officer at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk)

**Alternatively, you can contact the Information Commissioner's Office:**

**Wycliffe House,**

**Water Ln,**

**Wilmslow**

**SK9 5AF**

**Telephone: 0303 123 1113, Monday-Friday 9am-5pm.**