

Visits and Trips Privacy Notice

Introduction

As a Data Controller, South West College (“the College”) values the relationships with all our students, staff and stakeholders and recognises and respects the importance of protecting the privacy of your personal data. The College will process all personal data in compliance with GDPR and the Data Protection Act 2018 for the purpose of providing you with a service you have requested and to meet our statutory obligations. 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.

We will never ask for information that is unnecessary to deliver this service. SWC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Nicola Nugent.

The College's registration reference number with ICO is Z1124639.

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

As a FE College our main lawful basis for processing your personal data are as follows:

- **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 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), travel agents, host institutions 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 funding organisations' 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](#).

International Data Transfer

Transfer of personal data to the European Union, to third countries or international organisations is restricted under UK GDPR regulations. Overseas sharing will be processed in accordance with [Chapter V](#) of UK GDPR.

The Right to Lodge a Complaint

If you are not happy with how your information is being processed by the College, please contact the DPO:

*Data Protection Officer
South West College
2 Mountjoy Road
Omagh
Co Tyrone BT79 7AH
Email: gdpr@swc.ac.uk*

If you are dissatisfied with the College response, you have a right to complain to the Information Commissioners Office (ICO).

The ICO contact details are:

*Information Commissioner's Office
Wycliffe House
Water Lane
Cheshire SK9 5AF
Tel: 0303 123 1113 or 01625 545 745*

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Use of Artificial Intelligence (AI) and Automated Decision Making

South West College may use Artificial Intelligence (AI) technologies to support application processing, enrolment management, and to enhance student services. Where AI tools process personal data, this will be done in compliance with UK GDPR and the Data Protection Act 2018. All outputs generated by AI are subject to human review before any decisions affecting individuals are made.

The College will not use automated decision making, including AI, to make decisions that will have significant impacts on data subjects without appropriate safeguards.

Failure to provide personal information

If you fail to provide certain information when requested, we will not be able to fulfil our legal obligations or deliver the service you have requested.

Changes to this Privacy Notice

This Privacy Notice is reviewed annually, or sooner if there are significant changes in legislation, College Policy, or processing activities.

We reserve the right to update this privacy notice at any time and the current version is available at <http://www.swc.ac.uk/discover/public-information/data-protection>.