	<p style="text-align: center;">DCU Field Work / Excursion</p> <p style="text-align: center;">Student Medical and Emergency Contact Details</p>	<p>OP: DCU/HSO/F/007 Rev : 01 Approved by: PK Page : 2 of 3 Revision date: 13/03/2023 Review Date: 13/03/2026</p>
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regulations could reflect negatively not only on myself but also the University. I am fully aware that as an officially sanctioned academic programme trip of the University, all University rules and regulations apply. These include, but are not limited to, the following:

- [Student Code of Conduct & Discipline](#)

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- [Policy to Promote Respect and Protect Dignity](#)

Specific Rules for the Trip:

- Instructions of DCU academic members of staff will be followed at all times.
- Students must attend all classes and field work components and other class activities unless excused by an academic member of DCU staff.
- Each student has a responsibility to ensure that he/she is not, through the consumption of alcohol or a drug, in such a condition as to endanger personal safety or that of others.

If the trip is overnight:

- No alcohol is permitted in the accommodation facilities
- Curfew each night is 2am at the latest.
- Each student should have consideration for others, particularly in hotels and other residential accommodation, and must always act in a manner that does not jeopardise either their own, a fellow colleagues or member of the public's health, safety and welfare.

Failure to abide by the above rules, and/or the Student Code of Conduct & Discipline, may result in sanctions up to and including being sent home, and/or expulsion from the University

Data Protection Notice

The personal data provided by you on this form is obtained, processed and retained by the University only for the purposes that are directly connected with the organisation of trips/excursions and related administrative purposes.

In relation to any special categories of personal data collected on this form (such as medical data and including data relating to your mental health), such data will be used only for purpose stated above. Processing of any special categories of personal data by DCU will be based on your explicit consent.

1) Consent to process personal data


I hereby consent to the processing of my special categories of personal data provided on this form for the purposes described above – (please circle one of the options below):

Yes

No

2) Secondary declaration

I hereby waive and release all claims against the University and its officers, employees or agents arising from incidents or issues arising on the trip / excursion including, but not limited to, incidents or issues

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that arise at a time when I am not under the direct supervision of the University and its officers, employees or agents, or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions as are brought to my attention during the trip / excursion.

Students Signature: _____

Date: _____

Student's Phone Number: _____

Notes:

1. This information will be collected by the Field Trip / Excursion Supervisor.
2. The Field Trip Supervisor may collect this information at the start of term if there are multiple excursions/field trips scheduled, or may ask students to complete this form for a once off trip.
3. The information obtained via this form will be secured as per University's [Data Privacy Policy](#) and will be held for 6 months after the end of the trip/excursion at which point it will then be erased and / or disposed of in a secure manner.
4. The content of this form may be shared with other University Staff members and departments where relevant / appropriate.
5. Any queries regarding the personal data implications of this form should be addressed to the University's Data Protection Officer at data.protection@dcu.ie.
6. DCU is the Data Controller for personal data obtained via this form.