IT Innovations LLC DBA FieldTripPro
Student Data Privacy and Security Policy

Effective October 30, 2026

Introduction

IT Innovations LLC DBA FieldTripPro is committed to protecting student data and supporting safe, well-organized school field trips. We handle student information responsibly and work to comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), where applicable, and relevant state student privacy laws.

Information We Collect

IT Innovations LLC DBA FieldTripPro may collect information needed to plan and run field trips, including:

* Student names, grades, student ID numbers and teacher, and guardian names, email addresses and phone numbers entered or uploaded by a school
* Staff names and email addresses, and the contact details of field trip venues and transportation companies that join FieldTripPro
* Field trip details, such as destination, dates, times, group size, buses, chaperones and fees
* Consent forms and signed copies, including the signer's name, relationship, drawn signature, the time of signing and the IP address it came from
* Answers parents give on a form, which, when a form asks for them, may include health information such as allergies, medications and emergency contacts
* Trip day information: check-in records, update messages and photos with captions that teachers choose to post
* Chat messages between a school's staff, venues and transportation companies about a trip
* Payment records: which child's fee was paid, the amount, the payer's name and the payment processor's reference. Card numbers never reach FieldTripPro

Schools and districts determine which information is entered and are responsible for ensuring that information provided to FieldTripPro is appropriate and accurate.

How We Use Student Data

Student data is used only to support school field trips and student safety. This may include:

* Collecting and recording parent permission and consent for field trips
* Communicating with parents, chaperones, venues and transportation companies at the school's direction
* Showing health and emergency information to the staff and chaperones on a trip so they can keep students safe
* Keeping fee and payment records for the school

* Providing, maintaining and improving FieldTripPro's services for participating schools and districts
* FieldTripPro strictly prohibits the advertising, monetization, selling, renting or leasing of student data. We do not monetize student data in any capacity. We do not show ads and we do not use tracking cookies.

Who Can See Student Data

* Each school can see only its own data. Every record belongs to one school.
* Teachers see their own class and the trips they work on.
* Health answers parents give on a form are visible only to staff with access to that trip, to school administrators, and to each chaperone for their own students.
* Parents see only the trip they have a code for and the students whose names they enter.
* Field trip venues see a trip's school name, teacher name and email, date, times and group size only when a teacher sends them a visit request. A venue sees student names and the signed copies of its own waiver only if the school turns on sharing for that trip, only after the venue approves the visit, and only until 30 days after the visit. Venues never see a school's own forms, health answers or parents' contact details. The school can turn sharing off at any time.
* Transportation companies see only what is in a request sent to them: the school, trip name, date, times, addresses, numbers of riders and wheelchair users, and chat messages. They never see student names, forms, health answers or parent contacts.
* FieldTripPro support staff can access a school's account only to help that school.

Data Security Measures

IT Innovations LLC DBA FieldTripPro uses reasonable administrative, technical and physical safeguards designed to protect student data, including:

* Encryption of all data in transit with HTTPS
* Passwords stored only as salted hashes, never in readable form
* Role-based access: staff, parents, chaperones, venues and transportation companies each see only what their role needs, and each school's data is kept separate from every other school's
* Rate-limited sign-in attempts, and secure session cookies. Staff sessions end after 12 hours and parent sessions after 14 hours (long enough to follow a full trip day)
* Nightly backups that are encrypted and stored off-site, plus continuous database recovery logs, so data can be restored after a failure
* Regular software updates and security reviews
* Access to school data by FieldTripPro personnel limited to what is needed to support that school
* Procedures for identifying and responding to security incidents, including prompt notice to affected schools if we learn that their data was disclosed without authorization

No system can be guaranteed to be completely secure. FieldTripPro works continuously to reduce risks and protect the confidentiality, integrity and availability of student data.

Data Sharing and Disclosure

IT Innovations LLC DBA FieldTripPro does not sell, rent or share student data for marketing purposes. Student data is shared only:

* With authorized school or district personnel who have a legitimate educational interest
* With a field trip venue, when the school chooses to share its signed waivers for a trip (see Who Can See Student Data)
* With service providers that support FieldTripPro's operations and are required to protect the data: our hosting and email providers; Stripe, which processes parents' fee payments on its own secure payment page into the school's own Stripe account; and PayPal, which processes schools' subscription payments and receives no student information
* With an AI language service, used only to translate FieldTripPro's own screens, the school's forms and trip details, and the teacher's trip day update messages and photo captions into parents' languages. It is never sent a student's name, a parent's answer or a signed form. Schools should avoid putting sensitive student information in photo captions or update messages
* With address and place search services, which receive only the place or address being searched for, never student information
* When required or permitted by law, court order or legal process
* In an emergency when disclosure is necessary to protect a student's health or safety

Data Retention and Deletion

Student data is retained only as long as needed to provide FieldTripPro to the school, or as required by the applicable school or district retention policy, contract or law.

School administrators can edit or delete students, staff and trips at any time. Trip photos are deleted automatically on a date the school chooses, and the school is reminded beforehand. A venue's access to student names and its own signed waivers ends 30 days after the visit.

To delete a school's account and data, or to correct information, contact the school's administrator or the Privacy Officer below. Deleted data may remain in encrypted backups for a limited time, until those backups are replaced by newer ones. Some information may need to be retained to meet legal, safety, audit or recordkeeping obligations.

Parent and School Rights

Subject to applicable law and school or district procedures, parents and eligible students may have the right to:

* Access student data maintained in FieldTripPro
* Request correction of inaccurate or incomplete information
* Request deletion of student data when permitted
* Request information about how student data is collected and used
* Opt out of certain data collection or uses where applicable

Parents and guardians should direct requests first to their child's school or district, which controls the educational records and can help verify the request.

Compliance

IT Innovations LLC DBA FieldTripPro supports schools and districts in meeting their obligations under FERPA, COPPA where applicable, and applicable state student privacy laws. Schools and districts remain responsible for determining appropriate data practices, providing required notices, obtaining any required permissions, and responding to parent or eligible student rights requests.

Contact Information

Questions or privacy requests may be directed to:

Privacy Officer: Noah Beach
Email: support@fieldtrippro.app

Policy Updates

IT Innovations LLC DBA FieldTripPro may update this policy to reflect changes in its services, security practices or legal requirements. Material changes will be communicated through the FieldTripPro website, application, participating schools or districts, or other appropriate channels. The effective date will be updated whenever this policy changes.

Effective Date: October 30, 2026