**Privacy Notice**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the service being provided? | School Trips, Schools clubs, Pupil Support Services, Sporting Activities, Peripatetic Music Services | | | | | | | | | |
| What personal data do we need from you? | * Pupil name * Parent/Carer name * Medical information * Emergency contact number * Date of birth * Gender * SEND information * Address | | | | | | | | | |
| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | | | | Henham and Ugley Primary and Nursery School | | | | | |
|  | Who is the Data Controller’s  [Data Protection Officer](#DPO)? | | | | Lauri Almond (Essex County Council) | | | | | |
|  | Are there any [Data Processors](#DProc)? | | | | Yes |  | | No |  | |
|  | Who are they? | | | | Sports event organisers  School club organisers  School trip organisers  Essex Music services  Health providers  Family support services  Pupil support services | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | [The Purpose](#Purps)(s): | | | | To enhance education provision, inclusion and recreation | | | | | |
|  | The [Legal Condition](#LegCond)(s): | | | | Consent | | | | | |
|  | **You may withdraw your consent at any time by contacting us** | | | | | | | | | |
| Who else might we share your data with? | | | | | Other education providers  Other healthcare providers  Other support services  Sporting event organisers  School club organisers  School trip organisers  Peripatetic music service | | | | | |
| Will your data be stored in or accessible from [countries with no UK-equivalent](#EEA) Privacy Law protections? | | | | | No | | | | | |
| How long will your data be kept? | When will it stop being used? | | | | Trips = conclusion of trip  Sports = conclusion of event  Clubs = conclusion of club  Music = duration of music lessons | | | | | |
|  | How long after this will it be deleted? | | | | As above – unless there has been a major incident in which case it will be DOB of the pupil involved + 25 years | | | | | |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |  | [Access](#Access) |  | [Rectify](#Rect) |  | [Erase](#Erase) | | |  |
|  | [Restrict](#Restrict) |  | [Portable](#Portability) |  | [Object](#Object) |  | [Automate](#Auto) | | |  |
| As you are giving us your data directly to us: | This is the reason why we are allowed to ask for it and use it: | | | | To enable the delivery of these services | | | | | |
|  | This is what could happen if you refused to let us use your data for this purpose: | | | | Your child will not be able to participate in these events | | | | | |
| **Visit the following links for more information about Privacy Law, our obligations and your Rights:** | | | | | | | | | | |
| [The ICO Guide to the General Data Protection Regulations 2016](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/)  [The General Data Protection Regulations 2016](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) | | | | | | | | | | |
| **If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:** | | | | | | | | | | |
| Postal Address | Essex County Council, County Hall, Chelmsford, CM1 1QH | | | | | | | | | |
| Email | DPO@essex.gov.uk | | | | | | | | | |
| Phone Number | 03330322970 | | | | | | | | | |
| **If you still have concerns following our response you have the right to raise the matter with the Information Commissioner’s Office:** | | | | | | | | | | |
| Postal Address | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | | | | | | | | | |
| Online Form | <https://ico.org.uk/concerns/handling/> | | | | | | | | | |
| Phone Number | 0303 123 1113 | | | | | | | | | |