



# Great Baddow High School

## Privacy Notice

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided? What personal data do we need from you?	School photographs and videos, pupil work and results used for promoting the school							
	<ul style="list-style-type: none"> <li>• Personal images, pupil work and results</li> <li>• Name</li> </ul>							
Who will be using your Personal Data?  What will it be used for and what gives us the right to ask for it and use it?	Who is the <a href="#">Data Controller</a> ?				Great Baddow High School			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?				Lauri Almond – Essex County Council			
	Are there any <a href="#">Data Processors</a> ?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?				Local and National media, social media, brochure designers & printers, professional photographers, event/trip organisers, printers, other participating schools			
	<a href="#">The Purpose</a> (s):				To enhance and promote education provision, inclusion and recreation			
	The <a href="#">Legal Condition</a> (s):				Consent, Archiving in the Public Interest			
Who else might we share your data with?  Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	<b>You may withdraw your consent at any time by contacting us in writing at <a href="mailto:admin@gbhs.co.uk">admin@gbhs.co.uk</a></b>							
	Who else might we share your data with?				Public via school website, social media, Local and National media, publications, event/trip organisers and other participating schools			
	Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?				It may be accessible through publication in the media and on the internet outside the UK			
How long will your data be kept?	When will it stop being used?				5 years after pupil or individual has left the school unless of permanent historical value			
	How long after this will it be deleted?				As above			
Our use of the data will be	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>



subject to your legal rights (marked if applicable):	<a href="#">Restrict</a>	<input checked="" type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input checked="" type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
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			
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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:</b>								
Postal Address	Information Governance. County Hall (B2). Chelmsford. CM1 1QH							
Email	igs@essex.gov.uk							
Phone Number	0333 032 2970							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>							
Phone Number	0303 123 1113							

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## Guidance

1. Who is a Data Controller? This is the school.
2. Who is the Data Protection Officer? This is a statutory post either within school or a contracted service
3. What is a Data Processor? This is someone who uses the data the school is responsible for in order to deliver a service it has externally contracted
4. What are Purposes? This is the reason we want to use the data, e.g. to create a pupil record
5. What are the legal conditions?
  - a. **Personal Data** can be lawfully processed for the using the following conditions:
    - i. Consent
    - ii. Necessary to perform a contract obligation
    - iii. Blue light emergency services
    - iv. Statutory Duty
    - v. Legitimate Interests
  - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
    - i. Explicit Consent
    - ii. Employment, Social Security, Social Protection
    - iii. Blue light emergency services
    - iv. Legitimate Activities of 'charities/not for profit' organisations
    - v. Made Public by the person
    - vi. For legal defence/claims
    - vii. Substantial Public Interest
    - viii. Health & Social Care provision and management
    - ix. Pan UK Public Health (Epidemics)
    - x. Archiving for scientific/historical research or statistical purposes
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances
7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
8. The right to inform requires us to tell people about how their rights are managed including if information is rectified, modified, erased or restricted
9. The right to access means we must be able to provide a copy of a person's data to them upon written request
10. The right to rectify requires us to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.
11. The right to erasure requires us to securely destroy the data we hold. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.



12. The right to restrict requires us to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.
13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology
14. The right to object requires us to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling
15. The right to refuse automated decision making means if a computer makes a decision about how we will deliver a service to a person; they have the right to request the decision to be made by a human Being.