



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?	Sharing Limited personal data about Pupils and Parents/Guardians with third parties to manage and organise extra-curricular activities				
What personal data do we need from you?	Name/s	Address	Date of Birth	Gender	
	**Parent names and contact details	**Other emergency contact details	**Medical details, including GP name and contact details	**PPG/SEN Status	
	Meal arrangements	Pupil Name	DOB	Dietary restrictions	
	Gender	*Passport Validity Dates	*Passport place of issue	*Passport Number	
	*Country of Birth	*European Health Insurance Card Number	*Nationality		
	* Only applies for overseas trips ** Shared with Essex County Council Advisory Service only unless consent provided by parent				
Who will be using your Personal Data?	Who is the Data Controller ?		Great Baddow High School		
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond – Essex County Council		
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?		Essex County Council Advisory Service Evolve Wonde Specialist Travel Agents Accommodation Providers		
What will it be used for and what gives us	The Purpose (s):		To facilitate extra-curricular provision and inclusion		
	The Legal Condition (s):		Consent Contractual Obligation		
	You may withdraw your consent at any time by contacting us in writing at admin@gbhs.co.uk				



the right to ask for it and use it?								
Who else might we share your data with?	Sporting Associations Event hosts and Facilitators Duke of Edinburgh Awards							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No							
How long will your data be kept?	When will it stop being used?			On conclusion of the trip *exception of a major incident date of birth of student +25 years.				
Our use of the data will be subject to your legal rights (marked if applicable):	How long after this will it be deleted?			As above				
	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<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				
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 The General Data Protection Regulations 2016								
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	Information Governance. County Hall (B2). Chelmsford. CM1 1QH							
Email	igs@essex.gov.uk							
Phone Number	0333 032 2970							
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

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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 in 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 you 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.