

## Privacy Notice for School Residentials, Day Trips, Clubs, Sporting Events & Pupil Support Services

**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?	School Residentials, DayTrips, Schools Clubs, Pupil Support Services ie Breakfast Club, Sporting Activities					
What personal data do we need from you?	Name	Address	Known As Name	Date of Birth		
	Ethnicity/Cultural	Religion	Medical details & Doctors	Parent/Carer names		
	Emergency contacts	Gender	SEN	Dietary		
	Disabilities	Languages spoken				
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		<b>Old Heath Community Primary School</b>			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		<b>Lauri Almond, Essex County Council</b>			
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		SIMs Essex Outdoors & Evolve Kingswood YHA Other Outdoor /Adventurous Education providers; ie NYSOL Critical Incident Team (ECC, senior school staff) in the event of accident/incident. Teachers/Coaches running after school clubs Breakfast Club Play Therapist/Counsellors			
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :		To enhance education provision, inclusion and recreation.			
	<a href="#">The Legal Condition(s)</a> :		Consent			
	<b>You may withdraw your consent at any time by contacting us</b>					
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?	NO					
How long will your data be kept?	When will it stop being used?		1 month after the trip, residential, event, service			
	How long after this will it be		Consent Forms will be			

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	deleted?	destroyed after the event. 'Approval' Paperwork for Residentials 14 years Birth + 25 years (data already held on SIMS)						
Our use of the data will be subject to your legal rights (marked if applicable):	<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"/>
	<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	DPO@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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