**Privacy Notice**

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| What is the service being provided? | School Trips, Schools clubs, Pupil Support Services, Sporting Activities |
| What personal data do we need from you? |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Known As name | Date of Birth |
| Ethnicity | Religion | Medical details | Parent/Carer names |
| Emergency contacts | Gender |  |  |

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| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | Clavering Primary School |
|  | Who is the Data Controller’s [Data Protection Officer](#DPO)? | Email: DPO@essex.gov.uk. Telephone number: 03330 322970. |
|  | Are there any [Data Processors](#DProc)?  | Yes |[x]  No |[ ]
|  | Who are they? | Pupil support services:Virgin CareEssex County Council |
| 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? | Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies |
| 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? | School Trips – conclusion of tripSchools clubs – conclusion of half termSEN/behaviour/support – DOB of child + 25 yearsSporting Activities – conclusion of activity |
|  | How long after this will it be deleted? | As above |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |[x]  [Access](#Access) |[x]  [Rectify](#Rect) |[x]  [Erase](#Erase) |[x]
|  | [Restrict](#Restrict) |[x]  [Portable](#Portability) |[ ]  [Object](#Object) |[x]  [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 | Information Governance Support, Essex County Council, County Hall, Room B2, Market Road, Chelmsford, Essex, CM1 1LX |
| Email | DPO@essex.gov.uk |
| Phone Number | 03330 322970 |
| **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 |