



**WOODLANDS**  
SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

# Privacy Notice

## For

# Biometric Data

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

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.

<b>What service is being provided?</b>	Cashless Catering System			
<b>What personal data do we need?</b>	Fingerprint x2	Name		
	Class			
<b>Who will be using your Personal Data?</b>	Data Controller	Woodlands School		
	Data Protection Officer	Lauri Almond (Essex County Council)		
	Data Processors Who are they?	Yes NRS		
<b>What will it be used for?</b>	Purpose	Enable catering items to be paid for		
	Legal Conditions	Consent ( <b>You may withdraw your consent at any time</b> )		
<b>Who else might we share your data with?</b>	N/A			
<b>Will your data be stored in or accessible from countries with no UK equivalent privacy law?</b>	No			
<b>How long will your data be kept?</b>	When will it stop being used	Upon leaving the school		
	How long after this will it be deleted	As Above		
<b>Our use of the data will be subject to your legal rights</b>	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict ✓	Portable	Object ✓	Automate
<b>Direct Data</b>	Why we are allowed to use and ask for it	To enable delivery of these services		
	What could happen if you refuse your data	Pin Number will be required to buy food		

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	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>
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	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

### Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr D Wright, Head Teacher.



Signed: \_\_\_\_\_

Head Teacher

Dated: 24<sup>th</sup> June 2018



Signed: \_\_\_\_\_

Chair of Governors

Dated: 24<sup>th</sup> June 2018

