



WOODLANDS

SCHOOL

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

Privacy Notice For Consent

Amended: June 2018

Approved by Governors: June 2018

Review date: September 2020

Reviewing Panel: Standards, staffing and curriculum (SSC)

Privacy Notice – Consent

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 service is being provided?	School Trips, Schools clubs, Pupil Support Services, Sporting Activities			
What personal data do we need?	Name		Address	
	Date of Birth		Medical Details	
	Gender		Emergency Contacts	
Who will be using your Personal Data?	Data Controller		Woodlands School	
	Data Protection Officer		Lauri Almond (Essex County Council)	
	Data Processors Who are they?		Yes -Website provider -Sporting event organisers -Travel operators -SIMS - Evolve	
What will it be used for?	Purpose		To enhance education provision, inclusion and recreation	
	Legal Conditions		Consent (You may withdraw your consent at any time by contacting us)	
Who else might we share your data with?	-ParentMail			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	Yes			
How long will your data be kept?	When will it stop being used		Conclusion of trip	
	How long after this will it be deleted		Consent forms can be retained for DOB + 22 years	
Our use of the data will be subject to your legal rights	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict ✓	Portable	Object ✓	Automate
Direct Data	Why we are allowed to use and ask for it		To enable the delivery of these services	
	What could happen if you refuse your data		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	Essex County Council. County Hall. Chelmsford. CM1 1QH
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Email	IGS@essex.gov.uk
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Phone Number	03330322970
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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
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Online Form	https://ico.org.uk/concerns/handling/
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Phone Number	0303 123 1113
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Contacts

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



Signed: _____

Head Teacher

Dated: 24th June 2018



Signed: _____

Chair of Governors

Dated: 24th June 2018

