

## Privacy Notice

What is the service being provided?	School Trips, Schools clubs, Pupil Support Services, Sporting Activities			
What personal data do we need from you?	Basic details, registration, address, telephone and email address, family, dietary, medical, ethnic/ cultural, pupil premium & FSM, welfare, school history, parental consent.			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Forest Town Primary School		
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Mark Watson		
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Other Local Authority schools and organisations, social services, police, NHS, travel companies.		
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		
	The <a href="#">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?	Other Local Authority schools and organisations, social services, police, NHS, travel companies.			
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?	<p>SEN = DOB of child + 25 years</p> <p>Consent for trips = conclusion of the trip</p> <p>Educational record = retain whilst at FTPS, files follows child to next setting.</p> <p>Child protection information = stored in a sealed envelope and retained as educational record.</p>		

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

		For further details, please request a copy of our full retention schedule.						
	How long after this will it be deleted?			As above, securely disposed of.				
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	Clipstone Rd West, Forest Town, Mansfield, Notts NG19 0ED							
Email	DPO@foresttownprimaryschool.co.uk							
Phone Number	01623 477 211							
<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							

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

## Guidance

1. Who is a Data Controller? This is your Organisation.  
[Back](#)
2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service  
[Back](#)
3. What is a Data Processor? This is someone who uses the data you are responsible for in order to deliver a service you have contracted them to deliver on your behalf  
[Back](#)
4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record  
[Back](#)
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)

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

x. Archiving for scientific/historical research or statistical purposes

[Back](#)

6. Legitimate Interests cannot be used as a processing condition other than in exceptional circumstances

[Back](#)

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

[Back](#)

8. The right to inform requires you to tell people about how their rights are managed including if information is rectified, modified, erased or restricted

[Back](#)

9. The right to access means you must be able to provide a copy of a person's data to them upon written request

[Back](#)

10. The right to rectify requires you to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

[Back](#)

11. The right to erasure requires you 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 your staff. If this is the case you should not tick this box

[Back](#)

12. The right to restrict requires you 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 your staff. If this is the case you should not tick this box

[Back](#)

13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology

[Back](#)

14. The right to object requires you 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

[Back](#)

15. The right to refuse automated decision making means if a computer makes a decision about how you will deliver a service to a person; they have the right to request the decision to be made by a human Being.

[Back](#)

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.