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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the service being provided? | School Photos/Videos | | | | | | | | | | | | |
| What personal data do we need from you? |  | Name of  Pupil | | Year Group | | Class | | | Photograph | | | |  |
|  |
| Who will be using your  Personal Data? | Who is the Data Controller? | | | | | | Newlands Junior School | | | | | | |
| Who is the Data Controller’s Data Protection Officer? | | | | | | S Coupe | | | | | | |
| Are there any Data Processors? | | | | | | Yes | ☒ | | No | ☐ | | |
| Who are they? | | | | | | School Website Provider (Primary Site) SIMS, around  the school building, newsletters, other communication from the  school / Local Authority,  Newspapers/magazines, TV, Radio Stations, Social Media, sports/activity venues. | | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | The Purpose(s): | | | | | | To enhance education provision, inclusion and recreation | | | | | | |
| The Legal Condition(s): | | | | | | Consent | | | | | | |
| You may withdraw your consent at any time by contacting us. Consent is obtained annually. | | | | | | | | | | | | |
| Who else might we share your data with? | | | | | | | As above | | | | | | |
| Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections? | | | | | | | No | | | | | | |
| How long will your data be kept? | When will it stop being used? | | | | | | When the child leaves the school + 1 year | | | | | | |
| How long after this will it be deleted? | | | | | | As above | | | | | | |
| Our use of the data will be subject to your legal rights | Inform | | ☒ | Access | ☒ | | Rectify | ☒ | Erase | | | ☒ | |
| Restrict | | ☒ | Portable | ☐ | | Object | ☒ | Automate | | | ☐ | |
| (marked if applicable): |  | |  |  |  | |  |  |  | | |  | |
| 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 | Newlands Junior School, Braemar Road, Forest Town, Mansfield, Notts. NG19 0LN. | | | | | | | | | | | | |
| Email | dpo@newlands.notts.sch.uk | | | | | | | | | | | | |
| Phone Number | 01623 480440 | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |