



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

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?	Governors Services							
What personal data do we need from you?	Name	Address	Date of Birth	Ethnicity				
	Vetting information	Email address	Telephone Number					
Who will be using your Personal Data?	Who is the Data Controller ?		Hedingham School and Sixth Form					
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond					
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		Essex Governor Services					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		To deliver Governor services to the school					
	The Legal Condition (s):		<ul style="list-style-type: none"> Legal Obligation Substantial Public Interest 					
Who else might we share your data with?	Central & Local Government, Other Education Providers, Regulatory Bodies							
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 a Governor ceases to work for the school, plus one year					
	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	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	For statutory purposes to ensure the smooth running of the school
	This is what could happen if you refused to let us use your data for this purpose:	Not applicable
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	DPO@essex.gov.uk	
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	https://ico.org.uk/concerns/handling/	
Phone Number	0303 123 1113	

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