

## 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?	Name	Address	Known As name	Date of Birth				
	Ethnicity	Religion	Medical details	Parent/Carer names				
	Emergency contacts	Gender	Special Needs	Dietary				
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Hedingham School and Sixth Form					
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Lauri Almond (Essex County Council).					
	Are there any <a href="#">Data Processors</a> ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		Evolve					
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					
	<a href="#">The 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?	Educational Visit Providers Insurance companies in case of claims							
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?		Within 7 days of the vent being completed unless there is an outstanding Insurance Claims					
	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):	<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					

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**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	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>
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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	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
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Phone Number	0303 123 1113
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