

## Privacy Notice – Publishing Pupil Work

What is the service being provided?	Publishing Pupil Coursework							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>Student Name, School Year, Class name (to be specified for each activity)</li> <li>Images/ Videos or personally identifying data in other formats</li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Roach Vale Primary School						
	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?	Social Media applications School website providers						
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 celebrate the achievements of pupils and promote the School through publishing of coursework						
	The <a href="#">Legal Condition(s)</a> :	<ul style="list-style-type: none"> <li>Consent</li> <li>Archiving in the Public Interest</li> </ul>						
	You may withdraw your consent at any time by contacting us							
Who else might we share your data with?	Other students and parents may have the opportunity to take pictures or record examples of displays or performances							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	The applications will be compliant with UK privacy law, however once published, there are limited controls over use by the public							
How long will your data be kept?	When will it stop being used?	When consent is withdrawn						
	How long after this will it be deleted?	Immediately						
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 checked="" type="checkbox"/>
[Delete any of the following rows which do not apply]								
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:	See Purposes and Legal Conditions above						
	This is what could happen if you refused to let us use your	We would be able to celebrate a pupil's work						

	data for this purpose:	publicly nor promote the school through a pupil's work
<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	Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH	
Email	IGS@essex.gov.uk	
Phone Number	03330322970	
<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	

## Guidance

1. Who is a Data Controller? This is your Organisation.  
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2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service  
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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  
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4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record  
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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)
    - x. Archiving for scientific/historical research or statistical purposes[Back](#)
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances  
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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  
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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  
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9. The right to access means you must be able to provide a copy of a person's data to them upon written request  
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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

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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

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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

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

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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

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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.

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