

Hazelmere Junior School

Privacy Notice for Trips and Clubs/Activities

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, date of birth, gender, medical information, emergency contact details							
Who will be using your Personal Data?	Who is the Data Controller ?	Hazelmere Junior School						
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council)						
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
	Who are they?	Trip Providers Club Organisers/Instructors Pupil Support Service Providers						
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							
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?	See Retention Schedule						
	How long after this will it be deleted?	See Retention Schedule						
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 checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<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	Hazelmere Junior School, Hawthorn Avenue, Colchester, CO4 3JP
Email	admin@hazelmere-jun.essex.sch.uk
Phone Number	01206 862691

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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