

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?	Personal data that we may collect, use store and share (when appropriate) about pupils includes, but is not restricted to: <ul style="list-style-type: none"> • Contact details, contact preferences, date of birth, identification documents • Characteristics, such as ethnic background, eligibility for free school meals or special educational needs • Details of medical conditions, including physical and mental health • Details of any behaviour issues or exclusions 			
Who will be using your Personal Data?	Who is the Data Controller?	The Learning Partnership Trust (Hatfield Heath 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?	<ul style="list-style-type: none"> • trip venues/organisers • health authorities • health and social welfare organisations • professional advisers and consultants • suppliers and service providers – to enable them to provide the service we have contracted them for 		
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?	<ul style="list-style-type: none"> • trip venues/organisers • health authorities • health and social welfare organisations • professional advisers and consultants • Suppliers and service 			

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					providers – to enable them to provide the service we have contracted them for			
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?				School Trips – conclusion of trip* Schools clubs – conclusion of half term SEN/behaviour/support – DOB of child + 25 years Sporting Activities – conclusion of activity* *In the unlikely event of a major incident occurring, the records would be kept from the DOB of the pupil involved in the incident + 25 years. The permission slips for all the pupils on the trip/sporting activity need to be retained to show that the rules had been followed for all pupils			
	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 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			
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								

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data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH
Email	IGS@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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