



# Privacy Notice Procedure

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|-------------------------|----------------------------|
| Title                   | Privacy Notice Procedure   |
| Author/Owner            | Victoria Marrow            |
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## 1. Introduction

## 2. Policy References

2.1. This procedure is a requirement of the following policies:

- Data Protection Policy

## 3. Privacy Notices

3.1. Where personal data is being obtained for us to process, whether from the Data Subject or a third party, then a Privacy Notice must be made available to provide assurance to the Data Subject over the legitimacy of the processing and what will be involved.

3.2. The law requires Notices to be concise, transparent, intelligible and easily accessible by the Data Subject. It should be written in clear and plain language, particularly if addressed to a child.

3.3. There must be no charge made to a Data Subject in order for them to be given access to a Notice

3.4. The details that a Notice must contain are as follows:

3.4.1. The Identity and contact details of the Data Controller, any Data Processors (if applicable) and the name of the responsible Data Protection Officer

3.4.2. The purpose of processing and the legal basis supporting the processing

3.4.3. (Where applicable) The legitimate Interests of the Data Controller or 3rd Party

3.4.4. Any third party recipient (or categories of recipients) of the data

3.4.5. Any transfers to 3rd countries (i.e. outside the European Economic Area) and details of the adequate safeguards in place to secure the data and the Data Subject's rights.

3.4.6. The retention period (or the criteria to be used to determine one) at the end of which it will no longer be necessary to process the data.

3.4.7. Which of the Data Subject's rights will be applicable to the processing (or confirm that all rights are applicable)

3.4.8. (If consent is being relied upon) Advise the Data Subject of their right to withdraw consent at any time

3.4.9. Advise the Data Subject of their right to lodge a complaint with the Information Commissioner's Office if they have concerns over the processing

3.4.10. Make the Data Subject aware of any automated decision making/ profiling being undertaken as a part of the processing and information about:

- How decisions based on the data are made,
- The significance and consequences of the decisions.

3.4.11. (Where data is obtained directly from the Data Subject):

- The specific statutory/ contractual requirement/ obligation
- The consequences of not providing personal data

3.4.12. (Where data is not obtained directly from the data subject)

- Where the data is coming from and whether this is from publicly accessible sources
- The categories of personal data

3.5. The Notice must be available to the Data Subject:

| Criteria  |   | Action  |
|---|---|---|
| if the data is being obtained directly from the Data Subject        |   | At the time data is obtained  |
| if the data is not being obtained directly from the Data Subject... | (no additional criteria)  | Within a reasonable period of having obtained the data (within one month) |
|   | ...AND if data is to be used to communicate with the Data Subject | <i>At the latest</i> , when the first communication takes place           |
|   | ...AND is to be disclosed to a third party                        | <i>At the latest</i> , before the data is disclosed.                      |

#### 4. Advice and Support

4.1. If you have any issues over the clarity of these procedures, how they should be applied in practice, require advice about exemptions from the requirements or have any suggestions for amendments, please contact the Head teacher via the school office:

Hatfield Heath: Tel – 01279 730382, email

[admin@hatfieldheath.essex.sch.uk](mailto:admin@hatfieldheath.essex.sch.uk)

Roseacres: Tel – 01279 879599, email [admin@roseacres.essex.sch.uk](mailto:admin@roseacres.essex.sch.uk)

Takeley: Tel – 01279 870541, email [admin@takeley-pri.essex.sch.uk](mailto:admin@takeley-pri.essex.sch.uk)







## **5. Breach Statement**

5.1. A breach of this procedure is a breach of Information Policy. Breaches will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you.

## Annex A: ICO Privacy Notice Checklist

This is also available at the following [link](#)

| <b>What information must be supplied?</b>   | <b>Data obtained directly from data subject</b>                                     | <b>Data not obtained directly from data subject</b>                                   |
|---|---|---|
| Identity and contact details of the controller and where applicable, the controller's representative) and the data protection officer |    |    |
| Purpose of the processing and the legal basis for the processing  |    |    |
| The legitimate interests of the controller or third party, where applicable   |    |    |
| Categories of personal data   |   |  |
| Any recipient or categories of recipients of the personal data  |  |  |
| Details of transfers to third country and safeguards  |  |  |
| Retention period or criteria used to determine the retention period   |  |  |
| The existence of each of data subject's rights  |  |  |
| The right to withdraw consent at any time, where relevant   |  |  |

|  |   |  |
|--|---|--|
| <p>The right to lodge a complaint with a supervisory authority</p>   |  |   |
| <p>The source the personal data originates from and whether it came from publicly accessible sources</p>   |   |   |
| <p>Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data</p> |  |  |
| <p>The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.</p>                  |  |   |
| <p><b>When should information be provided?</b></p>   | <p>At the time the data are obtained.</p>   | <p>Within a reasonable period of having obtained the data (within one month)</p> <p>If the data are used to communicate with the individual, at the latest, when the first communication takes place; or</p> <p>If disclosure to another recipient is envisaged, at the latest, before the data are disclosed.</p> |

## Annex B: On-line General Privacy Statement






Use this document as text for a website page which provides a basic commentary on how Privacy issues are handled in the school. Detailed Privacy Notices (Model templates at Annex C) should be linked from this page so that this content acts as an introduction to the further information contained on your Notices





2B Online  
overarching privacy n

## Annex C: Model Privacy Notices

These are model notices covering specific areas of data processing. Please review the text in red font on all notices before adopting. Each document, if relevant to your processing, should be published on your website with its own document or page address so that you can easily provide links to a specific notice from any data collection forms.

|  |   |
|--|---|
| <br>2C CCTV v2.docx                         | CCTV  |
| <br>2C Consent (Not<br>Photo, Video).docx | Processing under 'Consent' (excluding use of Photo and Video) |
| <br>2C Photo,<br>Video.docx               | Processing of Photo and Video                                 |
| <br>2C Statutory<br>Pupil.docx            | Statutory Processing of Pupil and Parent data                 |
| <br>2C Employee.docx                      | Processing of Employee Data                                   |



|   |                                     |
|---|-------------------------------------|
| <br>2C Governors.docx            | Processing of Governor Data         |
| <br>2C School<br>Volunteers.docx | Processing of school volunteer data |

### Annex D: Privacy Statement

You can use this brief statement for inclusion on consent forms or other points of data collection to ensure that individuals know how to access information about how their data is handled:

The Learning Partnership Trust fully complies with information legislation. For the full details on how we use your personal information please click [here](#) or call the school office (Hatfield Heath: 01279 730382, Roseacres: 01279 879599, Takeley 01279 870541) if you are unable to access the internet.

### Annex E: Privacy Notice Template

If you identify further areas of activity that need to be captured in an additional Privacy Notice, use the template below



2A Privacy Notice  
Template v2.0.docx