

Privacy Notice

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|---|--|---|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|
| What is the service being provided? | School Trips, Schools clubs, Pupil Support Services, Sporting Activities | | | | | | | |
| What personal data do we need from you? | Name, date of birth, medical information, SEN, contact details, dietary needs | | | | | | | |
| Who will be using your Personal Data? | Who is the Data Controller ? | Leas Park Junior School | | | | | | |
| | Who is the Data Controller's Data Protection Officer ? | Marie Irving | | | | | | |
| | Are there any Data Processors ? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | | |
| | Who are they? | Residential trips, other planned trips external clubs who visit school, agencies from pupil support services | | | | | | |
| 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? | N/A | | | | | | | |
| How long will your data be kept? | When will it stop being used? | As soon as the trip/club has finished | | | | | | |
| | 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 may not be able to participate in these events | | | | | | |
| Visit the following links for more information about Privacy Law, our obligations and your Rights: | | | | | | | | |

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[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 | Sherwood Junior School, Sherwood Street, Warsop, Mansfield, Notts, NG20 0JT |
| Email | office@sherwood.notts.sch.uk |
| Phone Number | 01623 842545 |

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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