

## Privacy Notice – Publishing Students Coursework

We respect you and your child's privacy and are committed complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

What is the service being provided?	Publishing students coursework			
What personal data do we need from you?	Student name	School year	Class name	Digital images or personally identifying data in other formats
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		St Benedict's Catholic College	
	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?		St Benedict's Catholic College	
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> :		<ul style="list-style-type: none"> <li>Celebrating student achievement and promoting the school</li> </ul>	
	<a href="#">The Legal Condition(s)</a> :		<p>We may wish to celebrate the achievements of pupils and promote the School through publishing of coursework. When this is the case we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the school.</p> <p>Every effort will be made to delete the images, but please note that where consent has been provided for the publication of images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.</p> <p>If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the college office.</p>	
How we limit the use of personal information	We only use minimal information.			
Who else might we share your data with?	<p>The school is the Data Controller for this information. The information might be shared with:</p> <ul style="list-style-type: none"> <li>Social Media applications</li> <li>School website providers</li> </ul>			
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	<p>No coursework is routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.</p>			
If your information leaves the country	<p>No coursework is routinely available outside of the UK. However, where digital images are used on social media, in publications, or on</p>			

		our website we cannot restrict the access to such images to the UK.			
How long will your data be kept?	When will it stop being used?	Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes.			
	How long after this will it be deleted?	Date of Birth + 25 Years <sup>1</sup> Subject to exceptions – please refer to the school's Retention Schedule A copy of our retention schedule can be requested from our school office			
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 type="checkbox"/>	
	<a href="#">Restrict</a> <input type="checkbox"/>	<a href="#">Portable</a> <input type="checkbox"/>	<a href="#">Object</a> <input type="checkbox"/>	<a href="#">Automate</a> <input type="checkbox"/>	
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Necessary to perform a contract obligation and Statutory duty.			
	This is what could happen if you refused to let us use your data for this purpose:	Unable to educate a student safely.			
As you are not giving your data directly to us:	This is who is giving us your personal data:	Students			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic demographics			
<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> <a href="#">Data collection requirements placed on us by the DFE</a> <a href="#">More information on NPD managed by the DFE</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. CM1 1QH				
Email	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>				
Phone Number	0333 032 2970				
<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	Or visit <a href="http://ico.org.uk">ico.org.uk</a> or email <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>				
Phone Number	0303 123 1113				

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