

Privacy Notice – School Photos and Additional Activities

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 or by calling 0333 032 2970.

What is the service being provided?	We are required by law to retain a photo of each pupil as part of our educational record.			
What personal data do we need from you?	Photos, videos and audio recordings.			
Who will be using your Personal Data?	Who is the Data Controller ?	St Benedict's Catholic College		
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).		
	Are there any Data Processors ?	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Who are they?	N/A		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	We sometimes wish to use digital images, e.g. photos, videos, audio recordings to enhance education provision, inclusion and recreation. 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.		
	The Legal Condition(s) :	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. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office.		
How we limit the use of personal information	As we will be relying on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.			
Who else might we share your data with?	<p>This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:</p> <ul style="list-style-type: none"> • The school website provider • Local media • School photographer • Essex Records Office • Social Media platforms 			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No digital images are 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.			
If your information leaves the country					Sometimes, for example where we receive a request to transfer school records to a new school, it is necessary to send that information outside of the UK. In such circumstances additional protection will be applied to that information during its transfer, and where the receiving country does not have an adequacy decision, advice will be sought from the Information Commissioners Office prior to the information being sent.			
How long will your data be kept?	When will it stop being used?				When the pupil transfers to another education setting e.g. another school.			
	How long after this will it be deleted?				Date of Birth + 25 Years 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):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<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:				We are required by law to retain a photo of each pupil as part of our educational record.			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to safeguard student’s.			
As you are not giving your data directly to us:	This is who is giving us your personal data:				N/A			
	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				Photos, videos and audio recordings.			

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 Data collection requirements placed on us by the DFE More information on NPD managed by the DFE	
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	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	IGS@essex.gov.uk
Phone Number	0333 032 2970
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	Or visit ico.org.uk or email casework@ico.org.uk
Phone Number	0303 123 1113

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