



## Privacy notice - Processing of Photos and Videos with Consent (v1.0)

What is the service being provided?	School Photos/Videos			
What personal data do we hold?	Photos and Videos			
Who will be using your Personal Data?	Who is the <u>Data Controller</u> ?	Brookside Primary School		
	Who is the Data Controller's <u>Data Protection Officer</u> ?	Catherine Cox (see contact details below)		
	Are there any <u>Data Processors</u> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	<ul style="list-style-type: none"> <li>• Twitter</li> <li>• Local newspapers / publications</li> <li>• Capita SIMS (School Information Management System which includes a photo of each pupil)</li> </ul>		
What will it be used for and what gives us the right to ask for it and use it?	<u>The Purpose(s)</u> :	To enhance education provision, inclusion and recreation		
	<u>The Legal Condition(s)</u> :	Consent		
	<b>You may withdraw your consent at any time by contacting the School Office</b>			

<p>Who else might we share your data with?</p>	<p>As above, together with the following:</p> <ul style="list-style-type: none"> <li>• Twitter – Tweeted videos and photos shared with all teachers, teaching assistants, governors and parents of current pupils who are granted access to the school’s Twitter feeds. Access to individual class Twitter feeds is limited to the teaching staff plus parents of pupils in that class.</li> <li>• Local newspapers / publications – Class photos, group photos and individual photos published in local newspapers / publications will be shared with all readers.</li> <li>• Newsletters – Photos included in school newsletters will be shared with all parents and teachers. Copies are also uploaded on to the school website which anyone can access.</li> <li>• School displays – Photos included in school displays can be viewed by any visitors to the school</li> <li>• School website / literature – Photos included in school literature (including the school website) can be viewed by anyone.</li> <li>• SIMS – Photo included in the pupil’s record on SIMS can be accessed by employees who have access rights to this system.</li> </ul>	
<p>Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law</u> protections?</p>	<p>Yes, the school website is accessible from outside the EEA.</p> <p>Twitter is also accessible from outside the EEA (although all tweets are protected so access is restricted)</p>	
<p>How long will your data be kept?</p>	<p>When will it stop being used?</p>	<p>Provided consent is not withdrawn, photos and videos will continue to be used as follows:</p> <ul style="list-style-type: none"> <li>• Twitter – Photos and Videos will remain on Twitter for as long as they are considered to remain relevant. With effect from May 2018, individual class twitter feeds will be cleared before the start of each academic year.</li> <li>• Local newspapers / publications – Photos will be used for that publication only</li> </ul>

		<p>but will then be in the public domain</p> <ul style="list-style-type: none"> <li>Newsletters / School website / School literature – Photos will remain on the school website for as long as they are considered to remain relevant.</li> <li>School displays – Photos will remain on school displays for so long as the displays are considered relevant.</li> <li>SIMS – Photo will continue to be used whilst the pupil is at school.</li> </ul>
	How long after this will it be deleted?	As above.

Our use of the data will be subject to your legal rights (mark if applicable):	<u>Inform</u>	<input checked="" type="checkbox"/>	<u>Access</u>	<input checked="" type="checkbox"/>	<u>Rectify</u>	<input checked="" type="checkbox"/>	<u>Erase</u>	<input checked="" type="checkbox"/>
	<u>Restrict</u>	<input checked="" type="checkbox"/>	<u>Portable</u>	<input type="checkbox"/>	<u>Object</u>	<input checked="" type="checkbox"/>	<u>Automate</u>	<input type="checkbox"/>

Where you are giving us your data directly:	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 data, please raise the matter with our Data Protection Officer by the following means:**

Postal Address	Catherine Cox DPO – Brookside Primary School c/o Equals Trust Keyworth Primary & Nursery School Nottingham Road Keyworth Nottingham NG12 5FB
Email	<a href="mailto:governance@equalstrust.org">governance@equalstrust.org</a>
Phone Number	0115 9143211

**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	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

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