



## Privacy notice - Processing of Pupil and Parent data with Consent (v1.0)

Please note that this does not include processing of photos and videos which are subject to a separate Privacy Notice

What is the service being provided?	School Trips, Schools clubs, Pupil Support Services, Sporting Activities				
What personal data do we hold?	<p>Relevant categories of pupil information that we collect, hold and share include:</p> <ul style="list-style-type: none"> <li>• Personal information (such as pupil name, known as name and date of birth)</li> <li>• Medical information and dietary requirements (where relevant)</li> <li>• Emergency contact details (such as name, contact number, address and email address)</li> </ul> <p>For certain Pupil Support Services only, additional categories may include (where relevant):</p> <ul style="list-style-type: none"> <li>• Additional personal information (such as address)</li> <li>• Parent/Carer details (such as name, address and email address)</li> <li>• Special educational needs information</li> <li>• Child protection information</li> <li>• Any other relevant family histories or sensitive case histories</li> <li>• Assessment information and other educational/learning details</li> </ul>				
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>• External school trip / school club providers</li> </ul>			

		<ul style="list-style-type: none"> <li>External sporting event organisers</li> <li>For Pupil Support Services, this can include Rushcliffe Behaviour Support, Health Services (such as CAMHS Emotional Support and Speech and Language Services) and Social Care</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
	The <u>Legal Condition(s)</u> :	Consent
	<b>You may withdraw your consent at any time by contacting the School Office</b>	
Who else might we share your data with?	<ul style="list-style-type: none"> <li>See list of data processors above</li> </ul>	
Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law protections?</u>	No	
How long will your data be kept?	When will it stop being used?	Data will stop being used for the services listed above when the provision of the relevant service has ended or consent withdrawn.  However, this data forms part of the pupil's school record and will continue to be used for other purposes for as long as we have a legal basis for processing.
	How long after this will it be deleted?	Please refer to the Retention Schedule for the retention periods for the different types of data.
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
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**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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