

Privacy Notice

For

Biometric Data

Version 1: June 2018
Date approved: June 2018
Approved by: Standards, Staffing and Curriculum
Next review: June 2019

Privacy Notice –

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What service is being provided?	Cashless Catering System			
What personal data do we need?	Fingerprint x2	Name		
	Class			
Who will be using your Personal Data?	Data Controller	Woodlands School		
	Data Protection Officer	Lauri Almond (Essex County Council)		
	Data Processors Who are they?	Yes NRS		
What will it be used for?	Purpose	Enable catering items to be paid for		
	Legal Conditions	Consent (You may withdraw your consent at any time)		
Who else might we share your data with?	N/A			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	No			
How long will your data be kept?	When will it stop being used	Upon leaving the school		
	How long after this will it be deleted	As Above		
Our use of the data will be subject to your legal rights	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict ✓	Portable	Object ✓	Automate
Direct Data	Why we are allowed to use and ask for it	To enable delivery of these services		
	What could happen if you refuse your data	Pin Number will be required to buy food		

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	Essex County Council. County Hall. Chelmsford. CM1 1QH
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Email	IGS@essex.gov.uk
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Phone Number	03330322970
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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
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Online Form	https://ico.org.uk/concerns/handling/
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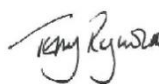
Phone Number	0303 123 1113
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Contacts

If you have any queries or concerns regarding these policies/procedures then please contact Mr S Cox, Headteacher.

Signed: 
Head Teacher

Dated: 11th June 2018

Signed: 
Chair of Governors

Dated: 11th June 2018

Updated June 2018

PURSUE EXCELLENCE AND SEIZE OPPORTUNITIES

