

# Privacy Notice

## For

# Photos/Videos

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

## Privacy Notice – School photos and videos

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.

<b>What service is being provided?</b>	School photos/videos			
<b>What personal data do we need?</b>	Personal Images	Gender		
	Ethnicity	Political Opinion		
	Religious beliefs	Name		
<b>Who will be using your Personal Data?</b>	Data Controller	Woodlands School		
	Data Protection Officer	Lauri Almond (Essex County Council)		
	Data Processors Who are they?	Yes -SIMS -Website Provider		
<b>What will it be used for?</b>	Purpose	To enhance education provision, inclusion and recreation		
	Legal Conditions	Consent <b>(You may withdraw your consent at any time by contacting us)</b>		
<b>Who else might we share your data with?</b>	-Social Media (YouTube, Twitter etc.)			
<b>Will your data be stored in or accessible from countries with no UK equivalent privacy law?</b>	Yes			
<b>How long will your data be kept?</b>	When will it stop being used	Photos – DOB +25 years Videos – DOB +25 years		
	How long after this will it be deleted	As Above		
<b>Our use of the data will be subject to your legal rights</b>	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict ✓	Portable	Object ✓	Automate
<b>Direct Data</b>	Why we are allowed to use and ask for it	To enable the delivery of these services		
	What could happen if you refuse your data	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:

<b>Postal Address</b>	Essex County Council. County Hall. Chelmsford. CM1 1QH
<b>Email</b>	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>
<b>Phone Number</b>	03330322970
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>	
<b>Postal Address</b>	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<b>Online Form</b>	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
<b>Phone Number</b>	0303 123 1113

### Contacts

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



Signed: \_\_\_\_\_  
Head Teacher

Dated: 11<sup>th</sup> June 2018  
\_\_\_\_\_



Signed: \_\_\_\_\_  
Chair of Governors

Dated: 11<sup>th</sup> June 2018  
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**Updated June 2018**

**PURSUE EXCELLENCE AND SEIZE OPPORTUNITIES**

