



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

## 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 is the service being provided?	Governor Services			
What personal data do we need from you?	Name, contact details, date of birth, business interests, vetting information			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Newark Orchard School		
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Rebecca Turner		
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Local Authority, Governor hub, Hayes Online, Teachers2Parents, School website, Newsletter, media, Invenry. The school will ensure that they comply with Data Protection regulations where required.		
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose</a> (s):	To deliver Governor services to the school		
	The <a href="#">Legal Condition</a> (s):	<ul style="list-style-type: none"> <li>• Legal Obligation</li> <li>• Substantial Public Interest</li> </ul>		
Who else might we share your data with?	Central & Local Government, Other Education Providers, Regulatory Bodies. The school will ensure that they comply with Data Protection regulations where required.			
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	NO			

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

How long will your data be kept?	When will it stop being used?		When a Governor ceases to work for the school, plus one year					
	How long after this will it be deleted?		As above					
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	<a href="#">Automate</a>	<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:		For statutory purposes to ensure the smooth running of the school					
	This is what could happen if you refused to let us use your data for this purpose:		Not applicable					
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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	Rebecca Turner Newark Orchard School London Road Balderton Newark Notts NG24 3AL							
Email	<a href="mailto:rebecca.turner@newarkorchard.notts.sch.uk">rebecca.turner@newarkorchard.notts.sch.uk</a>							
Phone Number	01636 682255							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
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							

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.