



'Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers

Privacy Notice

What is the service being provided?	School Trips, Schools clubs, Pupil Support Services, Sporting Activities		
What personal data do we need from you?	Name, date of birth, address, emergency contact details, medical conditions and information, medication, ethnicity, allergies, GP details, dietary requirements, disability, nationality		
Who will be using your Personal Data?	Who is the Data Controller ?	Newark Orchard School	
	Who is the Data Controller's Data Protection Officer ?	Rebecca Turner	
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
	Who are they?	The above information may be shared with relevant third parties associated with the activity. 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?	The Purpose(s) :	To enhance education provision, inclusion and recreation	
	The Legal Condition(s) :	Consent	
	You may withdraw your consent at any time by contacting us		
Who else might we share your data with?	The data may be shared with relevant third parties associated with the activity. The school will ensure that they comply with Data Protection regulations where required.		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No		
How long will your data be kept?	When will it stop being used?	After each event	
	How long after this will it be deleted?	Conclusion of the trip/activity unless any incident occurs	

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Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input checked="" type="checkbox"/>	Portable	<input checked="" type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly to us:	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	Rebecca Turner Newark Orchard School London Road Balderton Newark Notts NG24 3AL							
Email	rebecca.turner@newarkorchard.notts.sch.uk							
Phone Number	01636 682255							
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	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

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