

What is the service being provided?	School Photos/Videos			
What personal data do we need from you?	Photo - Images	Video - Images	Name	Year Group
	Tutor Group			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?		Stewards Academy Trust	
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?		Lauri Almond – Essex County Council	
	Are there any <a href="#">Data Processors</a> ?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?		<u>Educational Purposes:</u> Website provider · E4Educaton SIMS Vericool – cashless catering Examination bodies for: · Dance / PE · Drama / Music · Photography School Photographer – Van Cols  <u>Marketing purposes:</u> Academy website Academy prospectus Newletters Twitter Newspaper · Essex Live (on-line) · Harlow Star · Your Harlow (on-line) Third Party Partners	

		<ul style="list-style-type: none"> <li>Place 2 Be</li> <li>Essex County Council</li> <li>Public Health England</li> </ul> <p>This list is not exhaustive</p> <p>Please note – for Marketing there is the option to opt out.</p> <p>Details of who the data will be shared with will be included in the trip/activity specific letter and consent form.</p>
What will it be used for and what gives us the right to ask for it and use it?	<b>The Purpose(s):</b>	To enhance education provision, inclusion and recreation
	<b>The Legal Condition(s):</b>	Consent
	<b>You may withdraw your consent at any time by contacting us</b>	
Who else might we share your data with?		Please see above – Where data is shared for the purposes of trips/activities details will be included within the specific letters
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?		Yes – border control in America (New York trip)
How long will your data be kept?	When will it stop being used?	<p>Photos – Educational</p> <ul style="list-style-type: none"> <li>Pupil record – DOB + 25 years</li> </ul> <p>Videos – Educational</p> <ul style="list-style-type: none"> <li>Until the exam validation period is complete</li> </ul> <p>School Photographer</p> <ul style="list-style-type: none"> <li>10 years</li> </ul> <p>Photos/Videos – Marketing</p> <ul style="list-style-type: none"> <li>Academy website – end of KS4 + 1 year</li> <li>Prospectus – updated every 3 years</li> </ul>

		<ul style="list-style-type: none"> <li>Newsletter – 1 year + current</li> <li>Production – 3 years + current</li> <li>Your Harlow – TBC</li> <li>Essex Live - TBC</li> </ul> <p>Please note – for Marketing there is the option to opt out.</p>		
	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 checked="" type="checkbox"/>
	<a href="#">Restrict</a> <input checked="" type="checkbox"/>	<a href="#">Portable</a> <input type="checkbox"/>	<a href="#">Object</a> <input checked="" type="checkbox"/>	<a href="#">Automate</a> <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	
<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	Stewards Academy Parnall Road Harlow CM18 7NQ			
Email	admin@stewardsacademy.org			
Phone Number	01279 421951			
<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>			