

What is the service being provided?	Personal data of volunteers who support the school			
What personal data do we need from you?	Name	Address	Date of Birth	Images
	e-mail address	Telephone numbers	Health Information	Vetting information
	Emergency Contact Information			
Who will be using your Personal Data?	Who is the Data Controller ?		Stewards Academy Trust	
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond – Essex County Council	
	Are there any Data Processors ?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?		<ul style="list-style-type: none"> · Capita SIMS · Parent Pay · Parent Mail · Vericool 	
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Personal and pupil safety. Communication purposes	
	The Legal Condition (s):		Consent Legal Obligation	
	You may withdraw your consent at any time by contacting us			
Who else might we share your data with?	Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies, Professional Associations, Disclosure & Barring Services.			
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?		Date of resignation from volunteer position	

	How long after this will it be deleted?	6 years + current						
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 type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?			NA				
	What will happen as a result of the decisions?			NA				
As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:			We only process this data with your consent which you are free to withdraw at any time. When working with pupils there is also a statutory requirement for the vetting and barring process				
	This is what could happen if you refused to let us use your data for this purpose:			We could not accept you as a volunteer at the school				
As you are not giving your data directly to us:	This is who is giving us your personal data:			If you ever get data for other sources, please note them here by agency category				
	This is a source of personal data open to anyone			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	These are the categories of personal data being given to us			NA				
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	Stewards Academy Parnall Road Harlow CM18 7NQ							
Email	admin@stewardsacademy.org							
Phone Number	01279 421951							
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