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| What is the service being provided? | Governors Services | | | | | | | |
| What personal data do we need from you? | Name, Address, Date of Birth, Occupation, Medical, Business Interests, e-mail address, Telephone number, Images | | | | | | | |
| 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? | ECC Governor Services DFE – Get Information About Schools Companies House Capita SIMS Parent Mail Parent Pay E4Education – Website National Governor Association (NGA) PCLC | | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | The Purpose (s): | To deliver Governor services to the school | | | | | | |
| | The Legal Condition (s): | <ul style="list-style-type: none"> · Legal Obligation · Substantial Public Interest | | | | | | |
| Who else might we share your data with? | Central & Local Government, Other Education Providers, Regulatory Bodies | | | | | | | |
| 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? | 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): | Inform | <input checked="" type="checkbox"/> | Access | <input checked="" type="checkbox"/> | Rectify | <input checked="" type="checkbox"/> | Erase | <input type="checkbox"/> |
| | Restrict | <input type="checkbox"/> | Portable | <input type="checkbox"/> | Object | <input type="checkbox"/> | Automate | <input type="checkbox"/> |

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| 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 |
| 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 | |