

What is the service being provided?	School Trips, Schools Clubs, Pupil Support Services, Sporting Activities, Marketing			
What personal data do we need from you?	Pupil information incl name, address, DOB Pupil images Pupil Medical information incl health and dietary needs, medication and doctors name and address Pupils travel documentation incl passport, ESTA, EHIC, Visa Parental information incl name(s) and contact details			
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?	Where applicable for each trip/activity: <ul style="list-style-type: none"> <li>· Travel/tour operators</li> <li>· Airlines</li> <li>· Hotels &amp; Restaurants</li> <li>· 3<sup>rd</sup> Party Partners</li> </ul> For marketing purposes <ul style="list-style-type: none"> <li>· Academy Website</li> <li>· Newsletters</li> <li>· 3<sup>rd</sup> Party Partners and Organisations</li> </ul> Please note – for Marketing there is the option to opt out.  Details of who the data will be shared with will be included in the trip/activity specific letter and consent form		
What will it be used for and what gives us	<a href="#">The Purpose</a> (s):	To enhance education provision, inclusion and recreation		

the right to ask for it and use it?	The <a href="#">Legal Condition(s)</a> :		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 - New York trip only							
How long will your data be kept?	When will it stop being used?		Trips - With no major issue. On conclusion of the trip  Trips – With a major issue. 25year from birth of the pupil affected. All consent forms will be kept until that date  Sports - With no major issue. On conclusion of the activity  Sports – With a major issue. 25year from birth of the pupil affected. All consent forms will be kept until that date					
	How long after this will it be deleted?		As above					
How do you withdraw your consent	<b>You have the right to withdraw consent by contacting us in person or by email to <a href="mailto:admin@stewardsacademy.org">admin@stewardsacademy.org</a></b>							
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"/>
	This is the reason why we are allowed to ask for it and use it:		To enable the delivery of these services					

As you are giving us your data directly to us:	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>	
Phone Number	0303 123 1113	