



## Privacy Notice for School Residentials, Day Trips, Clubs, Sporting Events & Pupil Support Services

**Please be aware that data is only shared with the organisation relevant to each individual event – not all that are listed**

<b>What is the service being provided?</b>	School Residentials, DayTrips, Schools Clubs, Pupil Support Services ie Breakfast Club, Tea time Club, Nursery, Sporting and Academic Activities			
<b>What personal data do we need from you?</b>	Name	Address	Known As Name	Date of Birth
	Ethnicity/Cultural	Religion	Medical details & Doctors	Parent/Carer names
	Emergency contacts	Gender	SEN	Dietary
	Disabilities	Languages spoken	Other requirements not listed	
<b>Who will be using your Personal Data?</b>	Named Data Controller	<b>Mrs Julie Butterworth, Greensted Junior School</b>		
	Named Data Protection Officer	<b>Mr Ian Braysher, Eyebray Ltd</b>		
	Are any Data Processors used?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

	Who are they?	SIMs Essex Outdoors & Evolve Essex Outdoors (Danbury – Year 5) Essex Schools (Ski Trip- Years 5 & 6) Providers of accommodation and activities on Isle of Wight (Year 6) Critical Incident Team (ECC, senior school staff) in the event of accident/incident. Teachers/Coaches running after school clubs Breakfast Club Tea Time Club Nursery Play Therapist/Counsellors
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- given when joining the school- you have the option to opt out and may withdraw your consent at anytime, by contacting our data controller
Who else might we share your data with?		Images within school on walls/displays, Images outside of school building ie newsletters, Twitter feed, website Medical/allergy photo alerts for school staff and residential hosts (names attached to ensure safety and well-being of children) Accommodation on residential trips
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?	2 weeks after the trip, residential or event
	How long after this will it be deleted?	Consent Forms will be destroyed immediately after the event.
As you are giving us your	This is the reason why we are allowed to ask for it and use it:	To enable the delivery of these services

<b>data directly to us:</b>	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 or attend trips and residential
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**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:**

<b>Postal Address</b>	Mr Ian Braysher, 51 Church Road, Romford, Essex, RM3 0JU
<b>Email</b>	enquiries@eyebay.com
<b>Phone Number</b>	01708 930677

**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</b>	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
<b>Online Form</b>	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
<b>Phone Number</b>	0303 123 1113