



Privacy Notice – Public Photo or Video (Employee/Governor)

We respect your privacy and are committed to complying with privacy legislation.

This privacy notice is to be read in conjunction with the overall privacy statement held under www.gepacademies.com/dataprivacy.

What is the service being provided?	Public Photo, Video/Audio: Photos or videos to help promote the school and/or a business unit of GEP Academies to parents/pupils, prospective employees/volunteers/trainees of GEP academies and the general public.							
What personal data do we need from you?	<ul style="list-style-type: none"> • Photo of Employee/Governor • Video/Audio of Employee/Governor 							
Who will be using your Personal Data?	Who is the Data Controller?	GEP Academies Staff, governors/trustees in schools/business units across GEP Academies.						
	How can you contact the Data Protection Officer?	DPO@gepacademies.com						
	Are there any Data Processors?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):	<ul style="list-style-type: none"> • Admin/IT system provider e.g. email/website/printing house • Printer/photographer/videographer • To enhance education provision, inclusion and recreation • To enhance services for families and education providers 						
	The Lawful Basis:	Consent (You may withdraw your consent at any time by contacting us)						
Who else might we share your data with?	<ul style="list-style-type: none"> • Parents of GEP schools and/or customers of GEP business units via our newsletters or direct marketing • Parent Teacher Associations of schools within GEP Academies • Press and the media • Public (prospective pupils, parents, customers) via our website, or marketing publications 							
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 after user will this data be deleted?	See Data Retention Procedure						
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"/>
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:	<p>Not agreeing/withdrawing consent means we will not</p> <ul style="list-style-type: none"> • Publish photos of you in new GEP-wide publications and will remove any photos of you from our website(s). • Use video/audio recordings of you in external-facing situations and will remove any recordings of you from our website(s). • Send any new photos/videos/audio recordings of you to third parties. <p>You should be aware that previously published photos/videos/audio recordings sent to third parties cannot be recalled as they are in the public domain.</p>						



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:

Email	DPO@gepacademies.com
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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
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Online Form	https://ico.org.uk/concerns/handling/
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Phone Number	0303 123 1113
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Version Control

Date	Version	Updated By	Comments
23/05/18	1.0	COO	GDPR/DPA2018 Compliance; effective 25/05/18