



## Privacy Notice – Extra Curricular Services

We respect the privacy of you and your child when you use our services and are committed complying with privacy legislation. This privacy notice is to be read in conjunction with the overall privacy statement held under [www.gepacademies.com/dataprivacy](http://www.gepacademies.com/dataprivacy).

|   |  |  |                                     |                                     |                          |                                     |   |                                     |
|---|--|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|---|-------------------------------------|
| What is the service being provided?   | <b>Extra-Curricular Services:</b> School trips, (external) schools clubs, pupil support services, sporting activities, school extra-curricular (including PTA/fundraising) events, peripatetic taught lessons (e.g. music), work experience, careers advice.   |  |                                     |                                     |                          |                                     |   |                                     |
| What personal data do we need from you?   | <ul style="list-style-type: none"> <li>• Pupil contact/home information, e.g. address, mobile, email, emergency contacts</li> <li>• Pupil health and medical information, e.g. allergy information</li> <li>• Pupil identifiers, e.g. name, date of birth, gender, photo</li> <li>• Pupil safeguarding, including child protection plan</li> <li>• Pupil school history/career</li> <li>• Pupil Special Educational Needs and Disabilities</li> <li>• Parental contact information e.g. address, telephone, email</li> </ul> <p>By parent, we also refer to carer or legal guardian.<br/>Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.</p> |  |                                     |                                     |                          |                                     |   |                                     |
| Who will be using your Personal Data?   | Who is the Data Controller?  | GEP Academies<br>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):  | To enhance education provision, inclusion and recreation                                   |                                     |                                     |                          |                                     |   |                                     |
|   | The Lawful Basis:  | Consent (You may withdraw your consent at any time by contacting us)                       |                                     |                                     |                          |                                     |   |                                     |
| Who else might we share your data with?   | • Parent Teacher Associations of schools within GEP Academies  |  |                                     |                                     |                          |                                     |   |                                     |
| 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?   |  |                                     |                                     |                          |                                     |   |                                     |
| 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"/>            |
| 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:   |  |                                     |                                     |                          |                                     | If you/you child does not agree/withdraws consent, your child will not be able to participate in these events or receive these services, unless provided as part of our statutory duty. |                                     |



|  |   |   |                          |    |                                     |
|--|---|---|--------------------------|----|-------------------------------------|
| As you are not giving your data directly to us in all circumstances: | This is who is giving us your personal data:                | <ul style="list-style-type: none"> <li>• Careers/Work Experience Service Providers</li> <li>• Counselling service providers</li> <li>• Parent Teacher Organisations of schools within GEP Academies</li> <li>• Peripatetic Teachers</li> <li>• Pupil Support Services</li> <li>• School Residential/ Visit Destinations/Visitors</li> <li>• School Club Providers</li> <li>• Sporting Activity Organisations</li> </ul> |                          |    |                                     |
|  | 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 | <ul style="list-style-type: none"> <li>• Pupil progress and achievements related to extra-curricular activity</li> </ul>  |                          |    |                                     |

**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 |
|-------|----------------------|

**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    | <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>  |
| 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 |