



Privacy Notice – Public Photo, Video or Name (Pupil)

We respect you and you and your child's privacy when you use our services 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 or Name: Photos, videos/audio recordings 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"> • Name of pupil/parent/volunteer/trainee/customer • Photo of pupil/parent/volunteer/trainee/customer • Video/audio recording of pupil/parent/volunteer/trainee/customer Note this does not include governors/trustees or employees.							
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):	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"> • Charities • Organisations providing extra-curricular services • 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:		Not agreeing/withdrawing consent means we will not <ul style="list-style-type: none"> • Publish photos or the name of you/your child in new GEP-wide publications and will remove any photos/names of you/your child from our website(s). • Use video/audio recordings of you in external-facing situations and will remove any recordings of you/your child from our website(s). • Send any new photos/videos/audio recordings of you/your child to third parties. 					



		Please be aware that previously published names/photos/videos/audio recordings sent to third parties cannot be recalled as they are in the public domain.
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	https://ico.org.uk/concerns/handling/	
Phone Number	0303 123 1113	

Licensing & Copyright Statement

© Essex County Council.

The license for this toolkit has been purchased by GEP Academies. No part of this toolkit can be used by any school or business unit outside of GEP Academies, without a separate license agreement being in place with Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

Version Control

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