



THE COLNE

COMMUNITY SCHOOL & COLLEGE

Privacy Notice – School Photos/Videos

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.

What is the service being provided?	School Photos/Videos			
What personal data do we need from you?	Name, known as name			
Who will be using your Personal Data?	Who is the Data Controller ?	The Colne Community School and College		
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond – Essex County Council		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Photography company		
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 ⁱ		
	The Legal Condition (s):	Consent		
	You may withdraw your consent at any time by contacting us			
Who else might we share your data with?	School websites, social media sites, prospectus, teaching purposes, media organisations			
Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law</u> protections?	No			
How long will your data be kept?	When will it stop being used?	Photos = Within six years after pupil has left school Videos = Within six years after pupil has left school Photographs and videos may be retained for historical		

© 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.

		records and archives.						
	How long after this will it be deleted?	See above.						
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:				Photos of your child will not be used in publications not produced by the school.			
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:								
Postal Address	Information Governance. County Hall (B2). Chelmsford. CM1 1QH							
Email	DPO@essex.gov.uk							
Phone Number	0333 032 2970							
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							

© 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.

Part of school life involves photographs being taken by staff, parents and sometimes professional photographers to record the various events that take place in the life of students. They provide an opportunity for students, parents and the school to remember happy times. Such photographs might be used in our Newsletters, Prospectus and/or displayed around the school and on our website. Occasionally pictures and videos of student participative activity are submitted as part of coursework to Examination Boards. Parent's permission will be sought if any photographs are used in any publication not produced by the school.

Parents/Grandparents/Carers are allowed to take appropriate images of their children at school events for personal use only. This means that parents are responsible for the correct and legal use of any images taken at school events. Photographers may be present at offsite venues for trips/events arranged by the school. The capture and use of photographs taken at such events are beyond the control of the school.

From time to time, our school may be visited, with our permission, by the media who will take photographs or film footage. Students will often appear in these images which in turn may be used in local or national newspapers or televised news programmes. Names of students will only be passed on when specific individuals are a central part of the news story itself, for instance, they are receiving an award or prize.

© 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.