



## AES – PRIVACY NOTICE

### PROCESSING UNDER CONSENT

School Visits, Schools clubs, Student Support Services, Sporting Activities (excluding use of Photo and Video)

**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 Visits, School clubs, Student Support Services, Sporting Activities			
What personal data do we need from you?	Name	Address	Known As name	Date of Birth
	Medical details	Parent/Carer/Contacts names, addresses. Emails, tel. numbers	Emergency contacts	Gender
	First Language	Home Language	Dietary incl. Free School Meals	Medical information
	Passport details	Modes of travel/route	Parental Consent, ie. Photographs, school visit, study club	SEN
	Visit consent form	Visit Partnering Form	Student email	Student likes/dislikes
	Student mobiles	Parent Occupation	Siblings	Smoking/non smoking
	Pets	Safeguarding and emotional well being	Grants	

Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	<b>Anglo European School</b>			
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Data Protection Officer Essex County Council			
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?	Travel Operators ie. coaches/trains. Overseas: Trains, ferries, airlines, embassies, UCL, British Council. Partner Schools, Field Centres, Insurance claim company, private fostering for long term exchanges through Local Authority, work experience placements Sports Events: Mid Essex Sports Association and sporting event organisers Student Support Services: External agencies, ie. social care, counselling services, ECC Duke of Edinburgh Award and Visit Leaders			
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	To enhance education provision, inclusion and recreation			
	<a href="#">The Legal Condition(s)</a> :	Consent			
	You may withdraw your consent at any time by contacting us				
Who else might we share your data with?	As above				
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	Overseas Visits: Partner schools and accompanying staff				
How long will your data be kept?	When will it stop being used?	Visits – at the end of the visit unless Insurance Claim Sports – at the end of the sporting activity Duke of Edinburgh – Until completion of Award			
	How long after this will it be deleted?	In line with retention schedule			

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:			Your child will not be able to participate in these events				
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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	Essex County Council, County Hall, Chelmsford, CM1 1QH							
Email	InformationGovernanceSupport@essex.gov.uk							
Phone Number	03330322970							
<b>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	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							

© 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.