Privacy Notice for school photos and additional activities

We are required by law to retain a photo of each pupil as part of our educational record. We sometimes wish to use digital images, e.g. photos, videos, audio recordings to enhance education provision, inclusion, and recreation. When this is the case we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office.

As we will be relying on **consent** when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The school is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The school website provider
- Local media
- School photographer
- Essex Records Office
- Social Media platforms

No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

Additional school activities

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We may offer extra-curricular activities, for example recreational school trips, sporting events and pupil support services (e.g. Speech and Language Therapy). The types of personal information we may use include:

- Names
- Emergency contacts
- Health information
- Date of birth
- Passport information

In these circumstances we rely on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Permission for pupils to go on trips will be sought from the parent/carer. As we are relying on your consent you can withdraw consent at any time by contacting the school.

Personal information used for such purposes will be kept for the duration of the planning and execution of the event, and for as long post event is reasonable to handle any resulting queries or complaints.

No personal information is routinely available outside of the UK. However, in the case of overseas trips information will be used in other countries. Where this is the case this will be with your consent and with appropriate safeguards in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

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