



## The Country Trust - Schools Privacy Notice

What is the service being provided?	Schools records at The Country Trust in conjunction with farm visits, residential trips, food discovery and other agreed activities.							
What personal information do we need from you?	Name	Address		Contact Details e.g. email, telephone number				
Who will be using your Personal Data?	Who is the Data Controller?		The Country Trust					
	Who is the Data Controller's Data Protection Officer?		The Country Trust is not required to have a Data Protection Officer. We have a Data Officer who is the Office Manager - Alison Smith					
	Are there any Data Processors?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Who are they?		Our Coordinators					
What will it be used for and what gives us the right to ask for and use it?	The Purpose		To facilitate farm visits, residential trips, food discovery and activities					
	The Legal Conditions		Legitimate Interest Health & Safety Safeguarding					
Who else might we share your data with?			<p>Our Coordinators</p> <p>Limited information with our host farms and residential establishments, e.g. number of attendees and the School's contact details.</p> <p>In the case of a reportable incident we will share information with the appropriate regulatory body, e.g. Health &amp; Safety Executive and Safeguarding Board.</p>					
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 will it stop being used?			When you request it.				
	How long after this will it be deleted?			H&S reports - up to max 50 years Safeguarding reports - DOB+25 years				
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 type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Facilitate and manage farm visits, residential, food discovery and other activities, including meeting our H&S and Safeguarding obligations		
	This is what could happen if you refused to let us use your data for this purpose:	We would be unable to organise farm visits, residentials, food discovery, or other activities.		
As you are not giving your data directly to us:	This is who is giving us your personal data:	Mostly in the public domain		
	This is a source of personal data open to anyone	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	These are the categories of personal data being given to us	Name, address, telephone email		
<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 (overview)</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 Officer by the following means:</b>				
Postal Address	The Country Trust, Moulsham Mill, Parkway, Chelmsford, CM2 7PX			
Email	asmith@countrytrust.org.uk			
Telephone Number	01245 608363			
<b>If you still have concerns following our response, you have the right to raise the matter with the Information Commissioners 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			

The Country Trust can share without an individual's knowledge in cases where, for example, personal data is processed for: • the prevention or detection of crime; • the apprehension or prosecution of offenders; or • the assessment or collection of tax or duty. An organisation processing personal data for one of these purposes is exempt from the fairness requirements of the DPA, but only to the extent that applying these provisions would be likely to prejudice the crime and taxation purposes.