**Privacy Notice**

**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.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the service being provided? | Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data | | | | | | | | | | | | |
| What personal data do we need from you? | |  |  |  |  | | --- | --- | --- | --- | | Name | Address | Known As name | Date of Birth | | Ethnicity | Religion | Medical details | Parent/Carer names | | Emergency contacts | Gender | Language | Funding Eligibility | | Court Orders | Dietary needs | School history | SEND information | | Safeguarding information |  |  |  | | | | | | | | | | | | | |
| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | | | | Henham and Ugley Primary and Nursery School | | | | | | | | |
|  | Who is the Data Controller’s  [Data Protection Officer](#DPO)? | | | | Lauri Almond (Essex County Council) | | | | | | | | |
|  | Are there any [Data Processors](#DProc)? | | | | Yes | |  | | | No | |  | |
|  | Who are they? | | | | RM Integris  Tucasi  Tapestry  My Concerns  Target Tracker  Purple Mash – 2Simple  Lexia  Clicker 7 | | | | | | | | |
| What will it be used for and what gives us the right to ask for it and use it? | [The Purpose](#Purps)(s): | | | | Statutory Duties | | | | | | | | |
|  | The [Legal Condition](#LegCond)(s): | | | | Statutory Duty & Substantial Public Interest | | | | | | | | |
| Who else might we share your data with? | | | | | [Central](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) & [Local](http://www.essex.gov.uk/Education-Schools/Schools/Delivering-Education-Essex/Privacy-policies-pupil-data/Pages/Local-Authority-use-of-personal-data.aspx) Government, Health Providers, Other Education Providers, Regulatory Bodies | | | | | | | | |
| Will your data be stored in or accessible from [countries with no UK-equivalent](#EEA) Privacy Law protections? | | | | | NO | | | | | | | | |
| How long will your data be kept? | When will it stop being used? | | | | When the Pupil transfers to another education setting, e.g. another school | | | | | | | | |
|  | How long after this will it be deleted? | | | | Date of Birth + 25 years | | | | | | | | |
| Our use of the data will be subject to your legal rights (mark if applicable): | [Inform](#Inform) |  | [Access](#Access) |  | [Rectify](#Rect) | |  | [Erase](#Erase) | | | | |  |
|  | [Restrict](#Restrict) |  | [Portable](#Portability) |  | [Object](#Object) | |  | [Automate](#Auto) | | | | |  |
| As you are giving us your data directly: | This is the reason why we are allowed to ask for it and use it: | | | | Statutory Duty | | | | | | | | |
|  | This is what could happen if you refused to let us use your data for this purpose: | | | | N/A | | | | | | | | |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | | | | Local Authority or previous education setting | | | | | | | | |
|  | This is a source of personal data open to anyone | | | | Yes |  | | | No | |  | | |
|  | These are the categories of personal data being given to us | | | | Basic Demographics, including unique ID, name, address, DoB, gender, parental contact details, ethnicity, language, educational attainment & attendance. | | | | | | | | |
| **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](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/)  [The General Data Protection Regulations 2016](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) | | | | | | | | | | | | | |
| **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 | Essex County Council, County Hall, Chelmsford, CM1 1QH | | | | | | | | | | | | |
| Email | DPO@essex.gov.uk | | | | | | | | | | | | |
| Phone Number | 03330322970 | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | |