

Information Governance Support

Essex County Council



Approved by	Full Governing Body
Date Approved	March 2018
Version	1
Review Date	March 2019

ICO NOTIFICATION – REGISTER OF DATA CONTROLLERS

Standard details provided by the ICO for Data Controllers to describe the nature of their personal data processing

Contents

Introduction	2
Academies	3
Free School.....	5
Sixth Form Colleges	7
Nursery School / Playgroup / After School Club	9
Schools	11
Private School	13

Introduction

This document contains standard text for use to describe your personal data processing activities as part of your obligation to notify the Information Commissioner's Office of this.

Your entry on the [Register of Data Controllers](#) should accurately reflect the nature of the processing carried out by your Organisation and should be reviewed annually, and the appropriate renewal fee should be paid.

Where you are proposing any amendment to the content of your notification, your Data Protection should be asked to approve.

Academies

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Academy

Reasons/purposes for processing information

We process personal information to enable us to provide education, training, welfare and educational support services, to administer school property; maintaining our own accounts and records, undertake fundraising; support and manage our employees. We also use CCTV for security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

Who the information is processed about

We process personal information about:

- employees
- students and pupils
- professional experts and advisers
- members of school boards

- sponsors and supporters
- suppliers and service providers
- complainants, enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- careers service
- school boards
- local and central government
- academy trusts
- healthcare, social and welfare organisations
- police forces, courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- financial organisations
- press and the media

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Free School

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Free School

Reasons/purposes for processing information

We process personal information to enable us to:

- provide education, training, welfare and educational support
- services
- administer school property
- maintain our own accounts and records
- carry out fundraising activities
- support and manage our employees

We also use CCTV systems to maintain security of the premises and for the prevention and detection of crime.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- personal details
- goods and services
- family, lifestyle and social circumstances
- vetting checks
- disciplinary and attendance records
- financial details
- education and employment details
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- political opinions
- sexual life
- trade union membership
- offences and alleged offences

- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about our:

- employees
- pupils and students
- professional advisers and consultants
- board of governors and members of the school board
- sponsors and supporters
- service providers and suppliers
- enquirers and complainants
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary we share this information with:

- family, associates and representatives of the person whose personal data we are processing
- educators, careers and examining bodies
- governors and school boards
- current, past or prospective employers
- central and local government
- healthcare professionals
- social and welfare organisations
- police forces
- courts and tribunals
- security organisations
- service providers and suppliers
- voluntary and charitable bodies
- press and the media
- financial organisations
- professional advisers and consultants

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Sixth Form Colleges

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Further Education / 6th Form Colleges

Reasons/purposes for processing information

We process personal information to enable us to provide education, support and general advice services for our students and facilities to our clients, to promote the college and our services, to publish the college magazine, to maintain our own accounts and to support and manage our staff. Our processing also includes the use of CCTV to maintain the security of the premises and for preventing and investigating crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- student records
- visual images, personal appearance and behaviour
- information held in order to publish the college magazine
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences

Who the information is processed about

We process personal information about:

- our students
- employees
- current, past and prospective employers
- professional advisers, consultants
- business contacts
- welfare and pastoral professionals
- complainants, enquirers
- persons who may be the subject of an enquiry
- suppliers and service providers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- professional advisers
- current, past or prospective employers
- educators and examining bodies
- trade, employer and professional organisations
- UCAS
- trade unions and staff associations
- voluntary and charitable organisations
- healthcare, social and welfare organisations
- suppliers
- financial organisations
- survey and research organisations
- persons making an enquiry or complaint
- careers service
- press and the media
- local and central government
- security organisations
- police forces, prison and probation services, courts and tribunals
- suppliers and service providers

Transferring information overseas

We may occasionally need to transfer personal information overseas. Where this is necessary this may be to countries or territories around the world. We are required to ensure that when we need to do this we comply with the DPA.

Nursery School / Playgroup / After School Club

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Nursery School / Playgroup / After School Club

Reasons/purposes for processing information

We process personal information to enable us to provide childcare, encourage and supervise educational play, to advertise our services, to maintain our own accounts and records and to support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- GP contact details
- lifestyle and social circumstances
- digital images of the child's progress
- financial details
- education and employment details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about:

- our employees
- the children in our care
- advisers, complainants, enquirers
- suppliers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- healthcare, social and welfare advisers or practitioners
- business associates
- financial organisations and professional advisers
- credit reference agencies, debt collection and tracing agencies
- education, educators and examining bodies
- current, past or prospective employers
- employment and recruitment agencies
- schools
- local and central government
- persons making an enquiry or complaint
- suppliers
- service providers

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Schools

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – School

Reasons/purposes for processing information

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

We also use CCTV systems to monitor and collect visual images for security and the prevention of crime.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences

Who the information is processed about

We process personal information about:

- our students and pupils
- advisers and other professional experts
- school staff
- members of school boards
- donors and potential donors
- suppliers
- complainants and enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organisations
- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- security organisations
- press and the media

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).

Private School

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Private School

Reasons/purposes for processing information

We process personal information to enable us to provide education and training conducted outside the State system, welfare and educational support services, to administer school property and library services, to maintain our own accounts and records, for administration in connection with boarding and the organisation of alumni associations and events, for fundraising purposes and to support and manage our staff. Our processing also includes the use of CCTV to maintain the security of the premises and for preventing and investigating crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- education and employment details
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour
- details of goods and services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- sexual life
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- information relating to offences or alleged offences

Who the information is processed about

We process personal information about:

- employees
- pupils and students
- professional advisers and consultants
- governors and members of school boards
- sponsors and supporters
- services providers and suppliers
- complainants, enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators, careers and examining bodies
- staff, students, governors and school boards
- current, past and prospective employers
- family, associates and representatives of the person whose personal data we are processing
- central and local government
- healthcare professionals, social and welfare organisations
- police, courts, tribunals and security organisations
- voluntary and charitable bodies
- the media
- financial organisations
- suppliers
- service providers
- professional advisers

Transferring information overseas

We do not transfer any personal information outside the European Economic Area (EEA).