

Hazelmere Junior School

Privacy Notice for Processing Pupil & Parent Data

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? | 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? | Full Name, previous names and 'known as' names Address and Telephone Numbers Date of Birth / Gender Nationality / Ethnicity / Religion / First and Home Languages Medical Information and History / GP/Hospital contacts Parent/Carer Names and Contact Details Emergency Contact Information Free School Meal eligibility Previous Education | | | |
| Who will be using your Personal Data? | Who is the Data Controller ? | Hazelmere Junior School | | |
| | Who is the Data Controller's Data Protection Officer ? | Lauri Almond (Essex County Council) | | |
| | Are there any Data Processors ? | Yes | <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Who are they? | Capita SIMS Local Authority / DfE New Era (Parent App) Computer Talk Pebble (School Fund) | | | |
| What will it be used for and what gives us the right to ask for it and use it? | The Purpose(s) : | Statutory Duties | | |
| | The Legal Condition(s) : | Statutory Duty & Substantial Public Interest | | |
| Who else might we share your data with? | Central & Local Government, Health Providers, Other Education Providers, Social Services, Police, Regulatory Bodies, The Thrive Approach | | | |
| Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections? | NO | | | |

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| | | | | | | | | |
|--|--|-------------------------------------|--|-------------------------------------|-------------------------|-------------------------------------|--------------------------|--------------------------|
| 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 | <input checked="" type="checkbox"/> | Access | <input checked="" type="checkbox"/> | Rectify | <input checked="" type="checkbox"/> | Erase | <input type="checkbox"/> |
| | Restrict | <input type="checkbox"/> | Portable | <input type="checkbox"/> | Object | <input type="checkbox"/> | Automate | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | | |
| | 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 The General Data Protection Regulations 2016 | | | | | | | | |
| 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 | Hazelmere Junior School, Hawthorn Avenue, Colchester, CO4 3JP | | | | | | | |
| Email | admin@hazelmere-jun.essex.sch.uk | | | | | | | |
| Phone Number | 01206 862691 | | | | | | | |
| 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 | | | | | | | |

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