

## Privacy Notice – Pupils and Parents/Carers

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? | <p>Personal data that we may collect, use, store and share (when appropriate) about pupils and parents/carers includes, but is not restricted to:</p> <ul style="list-style-type: none"> <li>• Personal information (such as name, gender, unique pupil number, date of birth, address)</li> <li>• Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)</li> <li>• Attendance information (such as sessions attended, number of absences and absence reasons)</li> <li>• Medical, accident logs, home address and next of kin information for use with emergency services, statutory assessment services and social care</li> <li>• Contact details (home address, email addresses and telephone numbers)</li> <li>• Assessment information (such as attainment and progress records across curriculum subjects)</li> <li>• Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)</li> <li>• Safeguarding information (detail of disclosures, outcome of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)</li> </ul> |  |                                     |    |                          |
| Who will be using your Personal Data?   | Who is the Data Controller?   | The Learning Partnership Trust (Hatfield Heath Primary 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?   | SIMs, schools that the pupil's attend after leaving us, Essex County Council, the Department for Education (DfE), Social Care, Statutory Assessment Service, Virgin Healthcare |                                     |    |                          |

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|   |  |  |   |                                     |         |                                     |          |                          |
|---|--|--|---|-------------------------------------|---------|-------------------------------------|----------|--------------------------|
| 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?   |  | SIMs, schools that the pupil's attend after leaving us, Essex County Council, the Department for Education (DfE), Social Care, Statutory Assessment Service, Virgin Healthcare |   |                                     |         |                                     |          |                          |
| 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 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, behavioural information, Safeguarding information, Medical |                                     |         |                                     |          |                          |

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|  | information  |
| <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 2016</a><br><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 Protection Officer by the following means:</b> |  |
| Postal Address   | Essex County Council, County Hall, Chelmsford, Essex, CM1 1QH                              |
| Email  | IGS@essex.gov.uk   |
| Phone Number   | 03330322970  |
| <b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's 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  |

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