



Warley Primary School

Privacy Notice for processing Pupil and Parent data

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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?	Name	Address	Known As name	Date of Birth
	Ethnicity	Religion	Medical details	Parent/Carer names
	Emergency contacts	Gender	Age	Pupil Premium
	Free School Meals	SEN	Key Stage Assessments	Looked After
	Attendance	School History	UPN	Languages
	Parent email	Doctors' Details	Nationality	Country of Birth
	Attendance Type	Record of permanent exclusions		
Who will be using your Personal Data?	Who is the Data Controller ?	Warley Primary School		
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond		
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	RM Integris Target Tracker CPOMS		
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, Regulatory Bodies, Future Schools			

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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 for personal information files 3 years for Target Tracker information	
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 UPN, name, address, DoB, gender, parental contact details, ethnicity, nationality, language, educational attainment & attendance, doctor's details.	
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:			

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Postal Address	Information Governance Support. Essex County Council. County Hall, Room B2. Market Road. Chelmsford. Essex. CM1 1LX
Email	DPO@essex.gov.uk
Phone Number	03330 322970
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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