



St Thomas of Canterbury Church of England Infant School

Privacy Notice for Pupils

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	Religion	Absence Records				
	Health Information	Medical/Sick Notes	Disability Status	SEN Records				
	Care Orders	Court Orders	Child Protection Records	FSM Status				
	Pupil Premium Status	Birth Certificates (copy)	Adoption Certificates (copy)	Attendance Records				
	Curriculum Attainment Records	Country of Birth	Service Child Status	Traveller Status				
	First Language	EAL Status	Siblings Information					
Who will be using your Personal Data?	Who is the Data Controller ?		St Thomas of Canterbury Church of England Infant 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?		<ul style="list-style-type: none"> • RM Integris G2 • Parent Hub • Pupil Asset 					
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							
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	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>

subject to your legal rights (mark if applicable):	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		
	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, e.g. name, address, DoB, Parental contact 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:				
Postal Address	Essex County Council, County Hall, Chelmsford. CM1 1QH			
Email	DPO@essex.gov.uk			
Phone Number	03330 322 970			
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			