



Hatfield Peverel Infant School

Privacy Notice - SCHOOL PUPIL AND PARENT RECORDS

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	SEN details	Phone Number				
	Email address	Free School meal eligibility	Dietary needs	Child Protection details				
	Parental consent							
Who will be using your Personal Data?	Who is the Data Controller ?		Hatfield Peverel 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?		SIMS Parentmail					
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 subject to your	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"/>





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legal rights (mark if applicable):								
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	03330322970							
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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