Privacy Notice

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.

<table>
<tr><td>What is the service being provided?</td><td colspan="4">Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data</td></tr>
<tr><td>What personal data do we need from you?</td><td colspan="4">• Name
• Address
• DOB
• Ethnicity
• Religion
• Medical details
• Parent/carer names
• Emergency contacts
• Gender
• SEN information
• Child Protection information</td></tr>
<tr><td rowspan="4">Who will be using your Personal Data?</td><td>Who is the Data Controller?</td><td colspan="3">Debden C of E Primary Academy</td></tr>
<tr><td>Who is the Data Controller's Data Protection Officer?</td><td colspan="3">Lauri Almond
(Essex County Council)</td></tr>
<tr><td>Are there any Data Processors?</td><td>Yes</td><td>☒</td><td>No ☐</td></tr>
<tr><td>Who are they?</td><td colspan="3">Integris
Target Tracker
Tapestry</td></tr>
<tr><td rowspan="2">What will it be used for and what gives us the right to ask for it and use it?</td><td>The Purpose(s):</td><td colspan="3">Statutory Duties</td></tr>
<tr><td>The Legal Condition(s):</td><td colspan="3">Statutory Duty & Substantial Public Interest</td></tr>
<tr><td colspan="2">Who else might we share your data with?</td><td colspan="3">Central & Local Government, Health Providers, Other Education Providers, Regulatory Bodies</td></tr>
<tr><td colspan="2">Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</td><td colspan="3">No</td></tr>
</table>

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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	☒	Access	☒	Rectify	☒	Erase	☐
	Restrict	☐	Portable	☐	Object	☐	Automate	☐
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	☐	No	☒
	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	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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Guidance

1. Who is a Data Controller? This is your Organisation.
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2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service
   Back
3. What is a Data Processor? This is someone who uses the data you are responsible for in order to deliver a service you have contracted them to deliver on your behalf
   Back
4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record
   Back
5. What are the legal conditions?
   a. **Personal Data** can be lawfully processed for the using the following conditions:
      i. Consent
      ii. Necessary to perform a contract obligation
      iii. Blue light emergency services
      iv. Statutory Duty
      v. Legitimate Interests
   b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
      i. Explicit Consent
      ii. Employment, Social Security, Social Protection
      iii. Blue light emergency services
      iv. Legitimate Activities of 'charities/not for profit' organisations
      v. Made Public by the person
      vi. For legal defence/claims
      vii. Substantial Public Interest
      viii. Health & Social Care provision and management
      ix. Pan UK Public Health (Epidemics)
      x. Archiving for scientific/historical research or statistical purposes

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6. Legitimate Interests cannot be used as a processing condition other then I exceptional circumstances
   Back
7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
   Back
8. The right to inform requires you to tell people about how their rights are managed including if information is rectified, modified, erased or restricted
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9. The right to access means you must be able to provide a copy of a person's data to them upon written request

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10. The right to rectify requires you to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box
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11. The right to erasure requires you to securely destroy the data you hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box
    Back
12. The right to restrict requires you to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box
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13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology
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14. The right to object requires you to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling
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15. The right to refuse automated decision making means if a computer makes a decision about how you will deliver a service to a person; they have the right to request the decision to be made by a human Being.
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