



## Privacy Notice - Pupils

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   | Class details  | Family Links  |
|   | Dietary   | Educational Needs  | Welfare  | School History  |
|   | Service/FSM   | Child protection   | Safeguarding   | Pastoral  |
|   |   |  |  |   |
|   |   |  |  |   |
| Who will be using your Personal Data?   | Who is the <a href="#">Data Controller</a> ?  |  | Montgomery Infant School & Nursery   |   |
|   | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?  |  | Lauri Almond (Essex County Council).                                       |   |
|   | Are there any <a href="#">Data Processors</a> ?   |  | Yes  | <input checked="" type="checkbox"/> No <input type="checkbox"/> |
|   | Who are they?   |  | Capita Sims. School Staff: New Starter Packs & Statutory Safeguarding.     |   |
| What will it be used for and what gives us the right to ask for it and use it?  | <a href="#">The Purpose(s)</a> :  |  | Statutory Duties   |   |
|   | <a href="#">The Legal Condition(s)</a> :  |  | 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 <a href="#">countries with no UK-equivalent</a> 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):   | <a href="#">Inform</a>   | <input checked="" type="checkbox"/> | <a href="#">Access</a>   | <input checked="" type="checkbox"/>  | <a href="#">Rectify</a>  | <input checked="" type="checkbox"/> | <a href="#">Erase</a>               | <input type="checkbox"/> |
|  | <a href="#">Restrict</a>   | <input type="checkbox"/>            | <a href="#">Portable</a> | <input type="checkbox"/>   | <a href="#">Object</a>   | <input type="checkbox"/>            | <a href="#">Automate</a>            | <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. |                          |                                     |                                     |                          |
| <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. CM1 1QH                                     |                                     |                          |  |                          |                                     |                                     |                          |
| Email  | <a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>                                     |                                     |                          |  |                          |                                     |                                     |                          |
| 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  |                                     |                          |  |                          |                                     |                                     |                          |

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.