

## Privacy Notice – Curriculum and Pastoral Care

We respect you and your child's privacy and are committed complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

What is the service being provided?	Curriculum and pastoral care			
What personal data do we need from you?	<p>We use personal information, for example:</p> <ul style="list-style-type: none"> <li>Names and address</li> <li>Contact details</li> <li>Date of birth</li> <li>Education attainment</li> <li>Emergency contacts</li> <li>Family relationships</li> <li>General case information.</li> <li>Travel to School Arrangements</li> </ul> <p>We also use some special category personal information, for example:</p> <ul style="list-style-type: none"> <li>Health information</li> <li>Ethnicity</li> <li>Religion</li> </ul>			
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	St Benedict's Catholic College		
	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?	<p>Our school management system is provided under contract, and our contractors are data processors for this information.</p> <p>Data Processors: We use education platforms/systems/apps to enhance the way we deliver our education services and keep data secure. The providers of those services are data processors for this information. Our processors only process personal data in accordance with our written instructions, which ensure data is process lawfully and safely.</p> <p>For a full data breakdown please see our Students Privacy Notice.</p>		
What will it be used for and what gives us the right to ask for it	<a href="#">The Purpose(s)</a> :	<ul style="list-style-type: none"> <li>Support pupil learning</li> <li>Monitor and report on pupil progress</li> <li>Provide appropriate pastoral care</li> <li>Assess the quality of our services</li> <li>Comply with the law regarding data sharing</li> <li>It helps us to improve our services and handle complaints</li> </ul>		
	<a href="#">The Legal Condition(s)</a> :	The legislation and Statutory guidance underpinning our services are:		
		<a href="#">All schools</a> <a href="#">Keeping Children Safe in Education</a> <a href="#">The Education (Pupil Registration) (England) Regulations, 2006</a>		

and use it?		<a href="#">The Education Act 1996, 2002 &amp; 2011</a> <a href="#">The Equalities Act 2010</a> <a href="#">The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012</a> <a href="#">The School Admissions Code 2021</a> <a href="#">The Special Educational Needs and Disability Regulations 2014</a> <a href="#">The SEND Code of Practice Jan 2015</a> <a href="#">Working Together to Safeguard Children 2019</a> <a href="#">Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021</a> <a href="#">The Children and Families Act 2014</a> <a href="#">The Children Act 1989 &amp; 2004</a> School Type Specific Academies <a href="#">Education and Training (Welfare of Children) Act 2021</a> Secondary Education only <a href="#">The Learning and Skills Act 2000</a> <a href="#">The Education and Skills Act 2008</a> <a href="#">The Apprenticeships, Skills, Children and Learning Act 2009</a> Maintained schools only <a href="#">The School Standards and Framework Act 1998</a> <a href="#">The Education (Pupil Information) (England) Regulations 2005</a> Non-maintained special schools <a href="#">The Non-Maintained Special Schools (England) Regulations 2015</a>	
How we limit the use of personal information		<p>We use personal information to deliver education effectively; but wherever possible, the information that we process will be anonymised, pseudonymised or de-personalised. This means the information can no longer identify a person.</p> <p>When using personal information for research purposes, the information will be anonymised/ pseudonymised to avoid the identification of a person, unless you have agreed that your personal information can be used for the research project.</p> <p>We do not sell personal information to any other school for the purposes of selling products.</p>	
Who else might we share your data with?		<p>This information may be shared to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:</p> <ul style="list-style-type: none"> <li>• <a href="#">Central Government</a> &amp; <a href="#">Local Authorities</a></li> <li>• Health Providers</li> <li>• Other Education Providers</li> <li>• Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office.</li> </ul>	
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?		<p>Some data is held within the EEA under strict data protection rules. Any that is held within the UK and should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.</p>	
If your information leaves the country		<p>No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.</p>	
How long will your	When will it stop being used?	<p>This information will be held for 25 years from the date of birth of the student. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns.</p>	

data be kept?	How long after this will it be deleted?							
Our use of the data will be subject to your legal rights (marked 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:				This information is provided by parent/carers, the local authority and any previous education settings. It is used to deliver our statutory education duties and assure the health and wellbeing of our pupils.			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to educate a student effectively.			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous school, local authority, Parents/ Carers			
	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, medical information, educational attainment& attendance, SEN information, child protection data, safeguarding data			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a> <a href="#">Data collection requirements placed on us by the DFE</a> <a href="#">More information on NPD managed by the DFE</a>								
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	<a href="mailto:IGS@essex.gov.uk">IGS@essex.gov.uk</a>							
Phone Number	0333 032 2970							
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	Or visit <a href="http://ico.org.uk">ico.org.uk</a> or email <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>							
Phone Number	0303 123 1113							

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.