

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 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"> • Names and address • Contact details • Date of birth • Education attainment • Emergency contacts • Family relationships • General case information. <p>We also use some special category personal information, for example:</p> <ul style="list-style-type: none"> • Health information • Ethnicity • Religion 													
Who will be using your Personal Data?	Who is the Data Controller ?	St Benedict's Catholic College												
	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?	<p>Our school management system is provided under contract, and our contractors are data processors for this information.</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 and use it?	The Purpose(s) :	<ul style="list-style-type: none"> • Support pupil learning • Monitor and report on pupil progress • Provide appropriate pastoral care • Assess the quality of our services • Comply with the law regarding data sharing 												
	The Legal Condition(s) :	<p>The legislation and Statutory guidance underpinning our services are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>All schools</td></tr> <tr><td>Keeping Children Safe in Education</td></tr> <tr><td>The Education (Pupil Registration) (England) Regulations, 2006</td></tr> <tr><td>The Education Act 1996, 2002 & 2011</td></tr> <tr><td>The Equalities Act 2010</td></tr> <tr><td>The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012</td></tr> <tr><td>The School Admissions Code 2021</td></tr> <tr><td>The Special Educational Needs and Disability Regulations 2014</td></tr> <tr><td>The SEND Code of Practice Jan 2015</td></tr> <tr><td>Working Together to Safeguard Children 2019</td></tr> <tr><td>Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021</td></tr> </table>			All schools	Keeping Children Safe in Education	The Education (Pupil Registration) (England) Regulations, 2006	The Education Act 1996, 2002 & 2011	The Equalities Act 2010	The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012	The School Admissions Code 2021	The Special Educational Needs and Disability Regulations 2014	The SEND Code of Practice Jan 2015	Working Together to Safeguard Children 2019
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		The Children and Families Act 2014 The Children Act 1989 & 2004 School Type Specific <i>Academies</i> Education and Training (Welfare of Children) Act 2021 <i>Secondary Education only</i> The Learning and Skills Act 2000 The Education and Skills Act 2008 The Apprenticeships, Skills, Children and Learning Act 2009 <i>Maintained schools only</i> The School Standards and Framework Act 1998 The Education (Pupil Information) (England) Regulations 2005 <i>Non-maintained special schools</i> The Non-Maintained Special Schools (England) Regulations 2015						
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"> • Central & Local Government, • Health Providers • Other Education Providers • Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office. 							
Will your data be stored in or accessible from countries with no UK-equivalent 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 data be kept?	When will it stop being used?	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.						
	How long after this will it be deleted?							
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"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

subject to your legal rights (marked 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:	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:							
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016 Data collection requirements placed on us by the DFE More information on NPD managed by the DFE							
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	IGS@essex.gov.uk						
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 ico.org.uk or email casework@ico.org.uk						
Phone Number	0303 123 1113						

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