

Privacy Notice – Ex Students

We respect your 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?	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	Date of Birth	Education Attainment	
	Emergency Contacts	Contact details	Family relationships	General case information	
	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 type="checkbox"/>	No
Data Breakdown					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :		<p>The law requires us to create pupil records and maintain them until the young person reaches the age of 25. 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> <p>Exam certificates are issued to school by examination boards for dissemination to students. On some occasions these certificates are not collected by students and remain with the school for years.</p> <p>The information is provided by parent/carers, the local authority, the last education setting and any previous education settings.</p>		
	The Legal Condition(s) :		<p>Our legal basis for processing personal data for this purpose is our Legal Obligation under The Education (School Records) Regulations 1989. Our legal basis for processing special category personal data is Substantial Public Interest (Data Protection Act 2018 Schedule 1, Part 2, section 6 (2) (a)).</p>		
How we limit the use of personal information			<p>This information may be shared in order to comply with any legal obligation to do so, for example with the Department of Education; or where we feel there is a good reason that's more important than protecting your privacy, for example if there are serious risks to others, to protect vulnerable individuals, or where we have reason to believe there has been criminal or fraudulent activity.</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>		

		Please note, digital images may be retained in line with our privacy notices for Photos & Activities, and Marketing.							
Who else might we share your data with?		This information may be shared in order to comply with any legal obligation to do so, for example with the Department of Education; or where we feel there is a good reason that's more important than protecting your privacy, for example if there are serious risks to others, to protect vulnerable individuals, or where we have reason to believe there has been criminal or fraudulent activity.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		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.							
If your information leaves the country									
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							
		Subject to exceptions – please refer to the school's Retention Schedule. A copy of our retention schedule can be requested from our school office							
		Schools will destroy these exam certificates in line with the pupil record i.e., 25 years from the year of birth of student. If certificates are not collected and are subsequently destroyed, copies can be requested from the appropriate examination board.							
Our use of the data will be subject to your legal rights (marked if applicable):		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"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Necessary to perform a contract obligation and Statutory duty.							
	This is what could happen if you refused to let us use your data for this purpose:	Unable to educate a student safely							
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"/>		

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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