

Privacy Notice – Online payments

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?	Online payments for school services, trips etc.			
What personal data do we need from you?	Students name	Student Class	Student Year	Student UPN
	Dietary requirements	Address	Admission number	Trip information
	All Gender	Parents name	Parent contact details (email, phone numbers)	Payment history
	Payment card details	In app messages	Staff name	
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?		These are all listed below.	
Data Breakdown				
Name	Data Fields	Reason		
Parent Pay	Name, Preferred name, DOB, Gender, Reg group, Salutation, Dietary requirements, Address, UPN, Admission number, Meal selections and spend history, Trip information.	Parent Pay is the school's Payment System. We use this to facilitate parents making online payments towards school trips, locker deposits and the like.		
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) :	This information is shared with our online payments provider who works for us under contract. The school is the data controller and the online payment provider is the data processor. Our legal basis for using personal data for this purpose is that it is a task in the public interest.		
How we limit the use of personal information	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. 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.			

					We do not sell personal information to any other school for the purposes of selling products.			
Who else might we share your data with?					This information is shared with our online payments provider who works for us under contract. The school is the data controller and the online payment provider is the data processor.			
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. For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.			
If your information leaves the country					Sometimes, for example where we receive a request to transfer school records to a new school, it is necessary to send that information outside of the UK. In such circumstances additional protection will be applied to that information during its transfer, and where the receiving country does not have an adequacy decision, advice will be sought from the Information Commissioners Office prior to the information being sent.			
How long will your data be kept?	When will it stop being used?				The information will be retained in line with our statutory pupil record.			
	How long after this will it be deleted?				Date of Birth + 25 Years ¹ Subject to exceptions – please refer to the school’s Retention Schedule A copy of our retention schedule can be requested from our school office			
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"/>
	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
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Email	IGS@essex.gov.uk
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Phone Number	0333 032 2970
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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
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Online	Or visit ico.org.uk or email casework@ico.org.uk
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Phone Number	0303 123 1113
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