

## Privacy Notice – Parents/ Carers

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?   | Student records for education and safeguarding   |   |   |   |                         |                                     |                          |                          |
| What personal data do we need from you?   | Name   | Address   | Contact details   | National Insurance Number (If provided will be used to check FSM Eligibility via LGFL) <a href="#">Link</a> |                         |                                     |                          |                          |
| 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?  | SIMs, SIMs Parent App, PS Engage, Parent Pay, Parents Evening Booking, Evolve, Micro-librarian/ Eclipse, Class charts, CPOMS, LGFL. |   |   |                         |                                     |                          |                          |
| 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> :   |   | <ul style="list-style-type: none"> <li>Provide appropriate pastoral care</li> <li>Contact in case of emergency</li> </ul> |   |                         |                                     |                          |                          |
|   | <a href="#">The Legal Condition(s)</a> :   |   | <ul style="list-style-type: none"> <li>Necessary to perform a contractual obligation</li> <li>Statutory duty</li> </ul>   |   |                         |                                     |                          |                          |
| Who else might we share your data with?   | Dept for Education, Other Education Providers, Professional Associations   |   |   |   |                         |                                     |                          |                          |
| 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?  |   | After dependent leaves the 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   |   |                         |                                     |                          |                          |
| 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"/> |
| 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. 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> |   |   |   |                         |                                     |                          |                          |
| 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 keep the student safe on site   |   |                         |                                     |                          |                          |
|   | This is who is giving us your personal data:   |   | Data Subject and Local authority.   |   |                         |                                     |                          |                          |

|   |   |   |                          |    |                          |
|---|---|---|--------------------------|----|--------------------------|
| As you are not giving your data directly to us:   | This is a source of personal data open to anyone  | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
|   | These are the categories of personal data being given to us   | Basic Demographics, e.g. name, address, contact information   |                          |    |                          |
| 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. |                          |    |                          |
| 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><br><a href="#">The General Data Protection Regulations 2016</a><br><a href="#">Data collection requirements placed on us by the DFE</a><br><a href="#">More information on NPD managed by the DFE</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:IGS@essex.gov.uk">IGS@essex.gov.uk</a>  |   |                          |    |                          |
| Phone Number  | 0333 032 2970   |   |                          |    |                          |
| <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  | 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   |   |                          |    |                          |

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