

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					
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?	SIMs, SIMs Parent App, PS Engage, Parent Pay, Parents Evening Booking, Evolve, Micro-librarian/ Eclipse, Show my homework						
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"> Provide appropriate pastoral care Contact in case of emergency 						
	The Legal Condition(s) :	<ul style="list-style-type: none"> Necessary to perform a contractual obligation Statutory duty 						
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 countries with no UK-equivalent 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 ¹ 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):	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"/>
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:					
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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